



City of Appleton

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

Meeting Agenda - Final Common Council

Wednesday, June 1, 2022

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[22-0746](#) Common Council Meeting Minutes of May 18, 2022

Attachments: [CC Minutes 5-18-22.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[22-0745](#) Proclamations:

- Pride Month
- CPR & AED Awareness Week
- Gun Violence Awareness Day
- Juneteenth Celebration
- Refugee Day

Attachments: [Pride Month Proclamation.pdf](#)
[CPR AED Awareness Week Proclamation.pdf](#)
[Gun Violence Awareness Day Proclamation.pdf](#)
[Juneteenth Celebration Day Proclamation.pdf](#)
[Refugee Day Proclamation.pdf](#)

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-0537](#) Resolution #6-R-22 "Soldier Square Resolution"

Attachments: [Resolution #6-R-22.pdf](#)

[Memo #6-R-22.pdf](#)

Legislative History

4/25/22	Municipal Services Committee	held
	<i>Hold until May 9th meeting</i>	
5/9/22	Municipal Services Committee	recommended for denial
5/18/22	Common Council	referred to the Municipal Services Committee
5/23/22	Municipal Services Committee	held
5/23/22	Municipal Services Committee	recommended for denial
	<i>Thyssen moved, seconded by Firkus, that the report action item be held. Motion failed 1-4.</i>	

[22-0721](#) Approve modifications to Sidewalk Installation Policy.

Attachments: [Sidewalk Installation Policy.pdf](#)

Legislative History

5/23/22	Municipal Services Committee	recommended for approval
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2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[22-0609](#) Class "B" Beer and "Class B" Liquor License Temporary Premise Amendment for DCMX LLC d/b/a Gingerootz, Mylee Xiong, Agent, located at 2920 N Ballard Rd, on June 6, 2022, contingent upon approvals from the Community Development, Health, Inspections and Police departments.

Attachments: [Gingerootz Asian Grille.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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[22-0645](#) Pet Store License renewal application for Fish Cave LLC, Ton Vang, applicant, located at 2110 S Memorial Dr, contingent upon approval from the Inspections department.

Attachments: [Fish Cave LLC S&L.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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[22-0655](#) Salvage Dealer License renewal application for Golper Supply Co. Inc, David Golper, applicant, located at 1810 W Edgewood Dr, Appleton WI 54913.

Attachments: [Golper Supply Co Inc S&L.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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[22-0658](#) 2022-2023 Mechanical Amusement Device License renewals, contingent upon approvals from all departments by 12:00 p.m. on June 30, 2022.

Attachments: [Amusement Device renewals 2022-23.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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[22-0663](#) 2022-2023 Cigarette and Tobacco Products License renewals.

Attachments: [Cigarette renewals 2022-23.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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[22-0690](#) Class "B" Beer and "Class C" Wine License Change of Agent application for Home Run Pizza WI LLC d/b/a Home Run Pizza, Charles E Nelson III, New Agent, located at 1216 W Wisconsin Ave.

Attachments: [Charles E Nelson III S&L.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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[22-0709](#) Commercial Quadricycle Renewal License Application for Social Station, LLC, Chris Burns, W6068 Nolan Dr, Appleton, WI 54915

Attachments: [The Social Station.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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- [22-0719](#) 2022-2023 Additional Alcohol License Renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2022.

Attachments: [2022-23 Alcohol License Renewals-3rd set.pdf](#)

Legislative History

5/25/22	Safety and Licensing Committee	recommended for approval
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3. **MINUTES OF THE CITY PLAN COMMISSION**

4. **MINUTES OF THE PARKS AND RECREATION COMMITTEE**

5. **MINUTES OF THE FINANCE COMMITTEE**

- [22-0740](#) Request to approve the following 2022 Budget amendment:

Valley Transit

Federal Grant	+\$143,480
Local Match	+\$ 35,870
Buildings	+\$179,350

to fund the cost to conduct a site assessment and create a master plan for the Transit Center facility in accordance with Federal Transit Administration Guidelines

Attachments: [Budet Amendment Request for TC Master Plan.pdf](#)

[2022 Transit Center Master Plan Professional Services.pdf](#)

- [22-0711](#) Request to approve the 2023 Special Assessment Policy

Attachments: [2023 Assessment Policy.pdf](#)

Legislative History

5/23/22	Finance Committee	recommended for approval
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- [22-0712](#) Request to award Unit H-21 Redundant Raw Water Line to PTS Contractors, Inc in the amount of \$4,875,000 with a 10.3% contingency of \$500,000 for a project total not to exceed \$5,375,000

Attachments: [Award of Contract Unit H-21.pdf](#)

Legislative History

5/23/22	Finance Committee	recommended for approval
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- [22-0713](#) Request to approve Contract Amendment/Change Order No. 3 to contract 133-21, Unit U-21 Apple Creek Ct & Plamann Park S&W Construction for additional quantities of tree removal and gravel backfill to facilitate sewer construction in the amount of \$64,293 resulting in no change to contract contingency. Overall contract increases from \$3,999,181 to \$4,063,474

Attachments: [Unit U-21 Change Order No. 3.pdf](#)

Legislative History

5/23/22 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

- [22-0692](#) Request to approve the REVISED 2022-2023PY Community Development Block Grant (CDBG) funding as specified in the attached community partner allocation recommendations

Attachments: [Alloc Recs Memo to CEDC Final Award 05-25-22.pdf](#)
[Reallocation of 2020 AHA Funds to RTFV Memo to CEDC 2-9-22.pdf](#)
[2022 CDBG Community Partner Recommendations-FINAL.pdf](#)
[2022 CDBG Simple Summary Recommendations-FINAL.pdf](#)

Legislative History

5/25/22 Community & Economic Development Committee recommended for approval

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

- [22-0726](#) Request to approve over-hire for City Assessor Position for Community and Economic Development Department.

Attachments: [City Assessor Overhire Request May 2022.pdf](#)

Legislative History

5/25/22 Human Resources & Information Technology Committee recommended for approval

- [22-0702](#) Request to approve over-hire for Payroll Coordinator for the Finance Department.

Attachments: [Payroll Coordinator - Over-Hire Request.pdf](#)

Legislative History

5/25/22 Human Resources & Information Technology Committee recommended for approval

- [22-0705](#) Request to approve over-hire for Purchasing Manager for the Finance Department.

Attachments: [Purchasing Manager - Over-Hire Request.pdf](#)

Legislative History

5/25/22	Human Resources & Information Technology Committee	recommended for approval
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9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

- [22-0695](#) Approval of a Contract for Professional Services for Transit Center Needs Assessment and Master Plan

Attachments: [2022 Transit Center Master Plan Professional Services memo to FCTC.pdf](#)

Legislative History

5/24/22	Fox Cities Transit Commission	recommended for approval
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- [22-0696](#) Approval of Title VI Program Update

Attachments: [Valley Transit Title VI Program 2022_draft.pdf](#)

Legislative History

5/24/22	Fox Cities Transit Commission	recommended for approval
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10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

- [22-0688](#) #5-R-22 Water Main Resolution

Attachments: [#5-R-22 Water Main Resolution.pdf](#)
[Memo - Resolution #5-R-22 Director Vandehey.pdf](#)

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final Common Council

Wednesday, May 18, 2022

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Hartzheim.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Mayor Jake Woodford

Excused: 2 - Alderperson Christopher Croatt and Alderperson Chad Doran

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[22-0644](#)

Common Council Meeting Minutes of May 4, 2022

Attachments: [CC Minutes 5-4-22.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Sheri Hartzheim

Excused: 2 - Alderperson Christopher Croatt and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[22-0681](#)

Commission & Committee Reappointments & Appointments

Attachments: [5-18-22 Appt Memo to Council.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Appointments be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

Excused: 2 - Aldersperson Christopher Croatt and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0683](#)

Public Works Director Recommendation

Attachments: [Public Works Director Recommendation to Council.pdf](#)

Aldersperson Meltzer moved, seconded by Aldersperson Firkus, that the Public Works Director recommendation be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

Excused: 2 - Aldersperson Christopher Croatt and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0684](#)

Proclamations:

- American Legion Poppy Day
- Appleton Noon Lions Club Day
- Bee Day
- Lawrence University 175th Anniversary Day
- Police Week
- Public Works Week

Attachments:[Appleton Noon Lions Club Centennial Day Proclamation.pdf](#)[American Legion Poppy Day Proclamation.pdf](#)[Bee Day Proclamation.pdf](#)[Lawrence University 175th Anniversary Day Proclamation.pdf](#)[Police Week Proclamation.pdf](#)[Public Works Week Proclamation.pdf](#)[22-0685](#)

Presentation of Officer of the Year award

This award was presented to Sgt. Kuether[22-0689](#)

Library Presentation

H. PUBLIC PARTICIPATION

Laura Leimer, 720 E Washington St spoke regarding Item 22-0537 Soldier's Square Resolution

I. PUBLIC HEARINGS**J. SPECIAL RESOLUTIONS**[22-0686](#)

2022 General Obligation Promissory Notes Resolution

Attachments:[Appleton 2022 G.O. Promissory Notes - Award Resolution.pdf](#)[FINAL Appleton 2022 G.O. Promissory Notes - Award Resolution.pdf](#)

Aldersperson Meltzer moved, seconded by Aldersperson Fenton, that the Resolution be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

Excused: 2 - Alderperson Christopher Croatt and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0687](#)

2022 Sewer Revenue Bonds Resolution

Attachments: [Appleton 2022 Sewer Revenue Bonds - Award Resolution.pdf](#)
[FINAL Appleton 2022 Sewer Revenue Bonds - Award Resolution \(002\).pdf](#)

Alderperson Fenton moved, seconded by Alderperson Meltzer, that the Resolution be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Sheri Hartzheim

Excused: 2 - Alderperson Christopher Croatt and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

K. ESTABLISH ORDER OF THE DAY

[22-0537](#)

Resolution #6-R-22 "Soldier Square Resolution"

Attachments: [Resolution #6-R-22.pdf](#)
[Memo #6-R-22.pdf](#)

This Item was referred back to the Municipal Services Committee by Alderperson Schultz, due back on 5/23/2022.

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderperson Hartzheim moved, Alderperson Meltzer seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Sheri Hartzheim

Excused: 2 - Alderperson Christopher Croatt and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-0605](#) Approve Street Occupancy Permit Requests for the Library Project along Appleton Street, Franklin Street, Oneida Street and Washington as shown on the attached traffic control plans from April, 2022 through October, 2023.

Attachments: [Library Project-Street Occupancy Permit.pdf](#)

This Report Action Item was approved.

[22-0606](#) Request from Creative Downtown Appleton for a Street Occupancy Permit for Street Music Week, June 13-21, 2022 in the College Avenue beautification strip between Drew Street and Badger Avenue.

Attachments: [Creative Downtown-Street Music Week.pdf](#)

This Report Action Item was approved.

[22-0607](#) Approve Street Occupancy Permit Request for the Lawrence University pedestrian bridge over Drew Street to close Drew Street from May 9, 2022 through September 4, 2022.

Attachments: [Northeast Asphalt-Street Occupancy Permit.pdf](#)

This Report Action Item was approved.

[22-0629](#) Request from Appleton Parade Committee for free parking on College Avenue from 4:30 p.m. to 6:00 p.m. on Saturday, June 11, 2022 for Cavalcade Car Show following the Flag Day Parade.

Attachments: [Appleton Parade request-email.pdf](#)
[FlagDayParade Cavalcade Post.pdf](#)
[FlagDayParade Cavalcade Staging.pdf](#)
[2022 Cavalcade Amendment.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[22-0643](#)

Operator License for Jacob A. Forward

Attachments: [Jacob A. Forward Application.pdf](#)
 [JacobForwardDenial.pdf](#)

The recommendation to deny the license was approved.

[22-0646](#)

Redistricting Modifications required by April 15, 2022 Wisconsin Supreme Court Ruling

Attachments: [5-6-22 Memo-Redistricting Updates Required.pdf](#)
 [Senate Bill 621 - Option 1.pdf](#)
 [Senate Bill 621 - Option 2.pdf](#)

This Report Action Item was approved.

[22-0413](#)

Pet Store License application for Wild Habitats, Choi Schake, applicant, located at 1350 W College Ave Suite B, contingent upon approval from the Inspections department.

Attachments: [Wild Habitats S&L.pdf](#)

This Report Action Item was approved.

[22-0589](#)

Salvage Dealer License renewal application for Mr. C's Motorcycles LLC, Janet Ristau, applicant, located at 724 S Outagamie St.

Attachments: [Mr C's Motorcycles S&L.pdf](#)

This Report Action Item was approved.

[22-0590](#)

Pet Store License renewal application for Just Pets, Craig Weborg, applicant, located at 2009 N Richmond St.

Attachments: [Just Pets S&L.pdf](#)

This Report Action Item was approved.

[22-0591](#)

Class "B" Beer and "Class B" Liquor License Change of Agent application for Bark Entertainment LLC d/b/a Skyline Comedy Club, Zachery Wroblewski, New Agent, located at 1004 S Olde Oneida St.

Attachments: [Zachery Wroblewski S&L.pdf](#)

This Report Action Item was approved.

[22-0592](#)

Cigarette License application for Smokin Glass II LLC, Justin Beese, applicant, located at 1107 W Wisconsin Ave.

Attachments: [Smoking Glass LLC S&L.pdf](#)

This Report Action Item was approved.

[22-0594](#)

"Class A" Liquor License application for Oneida Street Mini Mart LLC d/b/a Oneida BP, Prabhu Dhungana, Agent, located at 1306 S Oneida St, contingent upon approval from the Inspections department.

Attachments: [Oneida BP.pdf](#)

This Report Action Item was approved.

[22-0599](#)

Pet Store License Renewal application for HSA Corporation d/b/a Pet Supplies Plus, Angela DeHaan, applicant, located at 702 W Northland Ave, contingent upon approval from the Inspections department.

Attachments: [Pet Supplies Plus S&L.pdf](#)

This Report Action Item was approved.

[22-0600](#)

Secondhand Article Dealer License application for Eroding Winds LLC, Adam Bartlett, applicant, located at 229 E College Ave, contingent upon approval from the City Sealer.

Attachments: [Eroding Winds LLC S&L.pdf](#)

This Report Action Item was approved.

[22-0647](#)

2022-2023 Additional Alcohol License Renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2022.

Attachments: [2022-23 Alcohol License Renewals-2nd set.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[22-0616](#)

Request to approve the dedication of land for public right-of-way for N. Lightning Drive, generally located north of Edgewood Drive (C.T.H. JJ), as shown on the attached maps

Attachments: [StaffReport_LightningDrive_StreetDedication_For5-11-22.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE[22-0677](#)

Request to approve a resolution authorizing and providing for the sale and issuance of \$15,530,000 General Obligation Promissory Notes, Series 2022 and all related details.

Attachments: [Appleton 2022 G.O. Promissory Notes - Award Resolution.pdf](#)

This Report Action Item was approved.

[22-0678](#)

Request to approve a resolution authorizing and providing for the sale and issuance of ~~\$11,460,000~~ \$11,710,000 Sewerage System Revenue Bonds, Series 2022 and all related details

Attachments: [Appleton 2022 Sewer Revenue Bonds - Award Resolution.pdf](#)

This Report Action Item was approved.

[22-0622](#)

Request for Finance Director to sell \$15,530,000 of General Obligation Promissory Notes

This Report Action Item was approved.

[22-0623](#)

Request for Finance Director to sell \$11,460,000 Sewerage System Revenue Bonds

This Report Action Item was approved.

[22-0624](#)

Request to approve application for fiscal year 2022 Federal 5339(b) funds in the amount of \$18,000,000 for the Whitman Avenue facility renovation project

Attachments: [FCTC 5339 Grant application memo 2022.pdf](#)

This Report Action Item was approved.

[22-0641](#)

Request to approve purchase of CT cabinet and switchgear for the Appleton Public Library from Faith Technologies for a cost of \$156,075

Attachments: [2022 Library Electrical.pdf](#)

This Report Action Item was approved.

[22-0642](#)

Request to approve Amended Relocation Order

Attachments: [0938 - Memo & Amended Relocation Order.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

[22-0633](#)

Request to approve two (2) Variances to the Deed Restrictions and Covenants to allow for: 1) a second expansion wall to be constructed of metal material on the north face of the building and 2) to allow for an overhead door facing the street on the south face of the building for Farrell Investments, LLC at 3920 E. Endeavor Drive and expansion on the adjacent lot (Lot 11) in Southpoint Commerce Park

Attachments: [Memo on Farrell Equipment Variance Request 5-11-22.pdf](#)
[Variance Request Letter for Farrell Equipment.pdf](#)
[Site Plan for Proposed Addition for Farrell Equipment.pdf](#)
[Landscape Plan for Farrell Equipment.pdf](#)
[SPCP Deed Restrictions.pdf](#)
[Subject Parcel Map for Farrell Equipment.pdf](#)

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE

[22-0627](#)

Adopt Governmental Responsibility Resolution for Urban Nonpoint Source and Stormwater Grants.

Attachments: [RESPONSIBILITY RESOLUTION May 2022.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[22-0682](#)

Ordinance #41-22 & #42-22 - Redistricting Revisions: Option 2

Attachments: [Ordinances to Council 5-18-22.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Meltzer, that the Redistricting Ordinances be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

Excused: 2 - Aldersperson Christopher Croatt and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Thyssen, that the meeting be adjourned at 8:25 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

Excused: 2 - Aldersperson Christopher Croatt and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, Pride Month commemorates the Stonewall Riots of June 1969 and works to achieve equal justice and opportunity for Lesbian, Gay, Bisexual, Transgender, and Queer Americans; and

WHEREAS, fifty-three years ago this month, at the Stonewall Inn in New York City, a courageous group of people of color and gender non-conforming citizens resisted harassment and mistreatment, setting in motion a chain of events that would become the birth of the modern LGBTQ civil rights movement; and

WHEREAS, Appleton strives to be a community where all people can feel at home in health and safety no matter who they are; and

WHEREAS, Appleton has been a leader in fostering an inclusive community through policy, such as becoming the third city in Wisconsin to prohibit housing discrimination based on gender identity and adopted comprehensive non-discrimination protections consisting of domestic partner benefits and employment and accommodations for trans and gender non-conforming people in 2013 and banning practices such as conversion therapy for minors in 2020; and

WHEREAS, our community is enriched and enhanced by the contributions of LGBTQ+ residents, who are volunteers, business owners, elected officials, organizational leaders, neighbors, and friends.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 2022 as

Pride Month

in Appleton and urge all citizens to honor, celebrate, and promote equal rights for all people, regardless of sexual orientation and gender identity.



Signed and sealed this 1st day of June 2022.

JACOB A. WOODFORD
MAYOR OF APPLETON

*Pursuant to this Proclamation and in accordance with the Special Flag Policy, a special flag will be flown at City Hall on Tuesday, June 1, 2022.

Proc #46-119

PROCLAMATION



Office of the Mayor

WHEREAS, American Heart Association data shows more than 350,000 out-of-hospital cardiac arrests occur annually in the United States; and

WHEREAS, about 90 percent of people who suffer out-of-hospital cardiac arrests die, however, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) deployment, especially if performed immediately, can double, or triple, a cardiac arrest victim's chance of survival; and

WHEREAS, hands-only CPR has been shown to be as effective as conventional CPR for cardiac arrest at home, at work, or in public; and

WHEREAS, hands-only CPR has just two easy steps: Step 1 – Call 911 if you see a teen or adult collapse, and Step 2 – push hard and fast in the center of their chest to the beat of a song that has 100 to 120 beats per minute, such as “Stayin’ Alive” by the Bee Gees; and

WHEREAS, our citizens have access to critical life-saving technology in the free PulsePoint smartphone app and may receive hands-only CPR, AED, and PulsePoint education through local organizations and the Appleton Fire Department.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim June 1-7, 2022 as

CPR & AED Awareness Week

in Appleton and call upon citizens to practice the two-step hands-on CPR method and be aware of the CPR and AED educational opportunities available in our community.

Signed and sealed this 16th day of June 2022.




JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, every day, on average more than 110 Americans are killed by gun violence, alongside more than 200 who are shot and wounded; on average there are more than 15,000 gun-related homicides every year; and

WHEREAS, Americans are 25 times more likely to die by gun homicide than people in other high-income countries; and Wisconsin has over 700 gun-related deaths every year, with a rate of 12.2 deaths per 100,000 people; and

WHEREAS, support for Second Amendment rights of law-abiding citizens goes together with keeping guns away from people with dangerous histories; and

WHEREAS, mayors and law enforcement officers know their communities best, are most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep citizens safe; and

WHEREAS, gun violence prevention is more important than ever as the COVID-19 pandemic continues to exacerbate gun violence after two years of increased gun sales, increased calls to suicide and domestic violence hotlines, and an overall increase in gun violence; and

WHEREAS, in January 2013, Hadiya Pendleton was shot and killed at age 15; to help honor Hadiya and all Americans whose lives are cut short and the countless survivors who are injured by shootings every day, a national coalition of organizations has designated the first Friday in June as National Gun Violence Awareness Day; and

WHEREAS, on June 3, 2022, people across the country will wear orange to raise awareness about gun violence and to honor Hadiya and all victims of gun violence and the loved ones of those victims.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 3, 2022 as

GUN VIOLENCE AWARENESS DAY

in Appleton and ask all citizens to renew their commitment to reduce gun violence, encourage responsible gun ownership, and to Wear Orange on June 3 to honor and remember all victims and survivors of gun violence and to raise awareness about gun violence.



Signed and sealed this 1st day of June 2022.


JACOB A. WOODFORD
MAYOR OF APPLETON

Proc #46-120

PROCLAMATION



Office of the Mayor

WHEREAS, on June 19, 1865, slaves in Texas first heard the news of their freedom, nearly two years after President Abraham Lincoln issued an executive order abolishing slavery through the Emancipation Proclamation on January 1, 1863; and

WHEREAS, when these slaves heard the news, they sang, danced, and prayed with much rejoicing and jubilation that their life-long prayers and those of their ancestors had finally been answered; and

WHEREAS, many of the founders of our community were abolitionists who fought against the institution of slavery, and former slaves settled in Appleton to build their lives as free people; and

WHEREAS, the City of Appleton recognizes that diversity is its strength, and honors African, African American, Black, people of African descent, and all people who have an interest in Black issues; and

WHEREAS, the 12th annual collaborative celebratory event supported by sponsorship of numerous businesses and organizations promoting educational and cultural exchanges for the area residents will be held in Jones Park on Sunday, June 12, 2022.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 12, 2022 as

Juneteenth Celebration Day

in Appleton and encourage all citizens to join in the commemoration and celebration of this historic day.

Signed and sealed this 15th day of June 2022.



JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, refugees are men, women, and children from all parts of the world who are forced to flee their homelands because of war, human rights crises, and fear of persecution or death due to race, religion, nationality, political opinion, or membership in a social group; and

WHEREAS, World Refugee Day, a global observance that honors all refugees and raises awareness of their strength and courage and serves as a time to acknowledge the hardships refugees have encountered, the new lives they have built, and the positive effect they have on our local communities; and

WHEREAS, World Refugee Day was first celebrated on June 20, 2001, to commemorate the 50th anniversary of the 1951 Convention Relating to the Status of Refugees, and

WHEREAS, the City of Appleton values its strong collaborative relationship with World Relief Fox Valley, the resettlement agency bringing refugees to settle in our community, which provides vital services to newly arrived refugees with access to basic necessities, and the journey to belonging while helping them become all they want to be through culturally relevant learning opportunities; and

WHEREAS, the City of Appleton facilitates the Fox Valley Refugee Resettlement team and provides immediate health care screenings for all Appleton refugees, and our staff strives to better understand and serve our refugee communities.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 20, 2022 as

Refugee Day

in Appleton and encourage all residents to take pride in our longstanding role as a community that welcomes and supports refugees, and to join me in honoring refugees by recognizing the hardships they have encountered, the new lives they have built, and the positive contributions they make to our City.



Signed and sealed this 1st day of June 2022.

JACOB A. WOODFORD
MAYOR OF APPLETON

Summary of intent for RESOLUTION #6-R-22

RESOLUTION #6-R-22 calls for the immediate addition of a “Revitalization of Soldier’s Square” project to the 5-year CIP and asks that the City move with reasonable speed to initiate an RFP process, once resolution is approved.

It does NOT identify nor request any specific sources of funding for the project.

RESOLUTION #6-R-22

Adding the Revitalization of Soldier's Square project to the 5-year CIP

Submitted By: Alderperson Schultz – District 9, Alderperson Del Toro – District 4

Date: April 20, 2022

Referred To: Municipal Services Committee

WHEREAS; Resolution #5-R-19, passed by Common Council in January of 2020, called for the City of Appleton to commit to an effort to revitalize Soldier's Square and recapture the former function of the hallowed space without prohibiting any future ancillary development and without unduly impacting present parking and traffic movement in the Square; and

WHEREAS; The passage of that resolution also approved the restoration delay and potential relocation of the Spanish-American War Memorial, currently in Pierce Park, in any foreseeable future redevelopment plans of Soldier’s Square, as well as affording the opportunity to have more recent conflicts memorialized without any direct cost to the City of Appleton, and

WHEREAS; the City approved and partially completed the full restoration of the Civil War memorial in Soldier's Square in 2021, with the scheduled completion in 2022, and has acquired and possesses, in partnership with Sculpture Valley, replacement cannon and an original USS Maine plaque, essential components of a full restoration of the Spanish American War Memorial; and

WHEREAS; the recovery of the previously occupied space by the former parking structure has now visually separated the utilitarian garbage and recycle enclosure from the new YMACA ramp, visually positioning it and an island the heart of newly adjusted and recovered space of Soldier's Square, and

WHEREAS; an evaluation of the Soldier's Square area with City staff and stakeholders in late 2021 initiated conversations about potential improvements to the layout to create a partially revitalized Soldier’s Square which might affect only a bare minimum number of exiting parking stalls while allowing for the relocation of the Spanish-American War memorial; and

WHEREAS; Soldier's Square, was meant to provide a place of solace and contemplation, where our memorials could be appreciated for their aesthetic and symbolic value beyond their intrinsic commemorative purpose, and complement the mission of the civic spaces in which they reside by connecting us and causing us to reflect on something larger than ourselves;

NOW THEREFORE, BE IT RESOLVED;

That “Soldier’s Square”, for the purposes of this Resolution, shall be defined as that portion of right of way approximately 80’ by 365’ in size, bounded by the following: South of College Avenue, West of Morrison Street, North of Lawrence Street, and East of Oneida Street; and

BE IT FURTHER RESOLVED;

That the City of Appleton immediately add the “Revitalization of Soldiers Square” project to the 5YR CIP and move with reasonable speed to initiate the RFP process to begin the design phase for revitalizing Soldier's Square.



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MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works

DATE: May 3, 2022

SUBJECT: Resolution #6-R-22 regarding Soldiers Square.

City staff was directed to develop estimates for a possible short-term Soldiers Square Plan (Option 1) and a possible long-term Soldiers Square Plan (Option 3). Below are rough estimates and assumptions for each potential option. A more refined cost estimate will be developed after Council approves a design through the public design hearing process.

Possible Short-Term Plan (Option 1)

Assumptions:

- YMCA installs sidewalk adjacent to new parking ramp as part of their project.
- Cost estimate includes a combination of grass area and colored/stamped concrete.

Cost Estimate:

- \$25,000

Possible Long-Term Plan (Option 3)

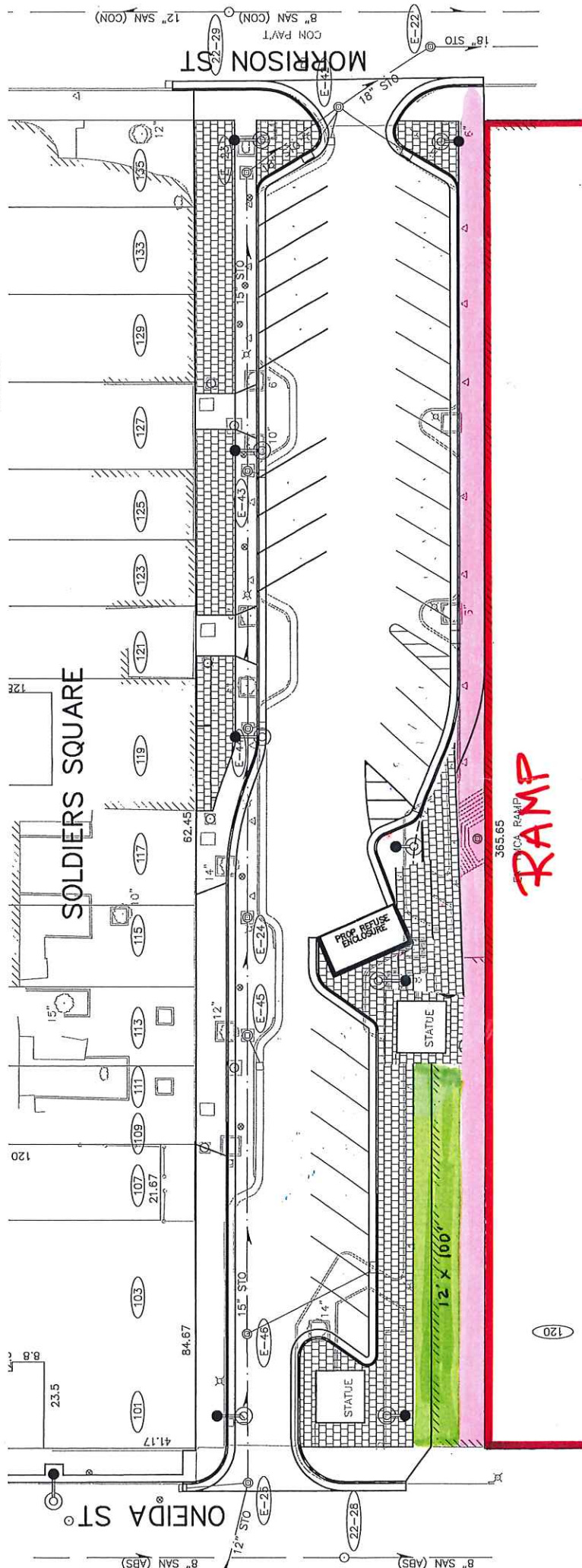
Assumptions:

- Cost estimate does not include bricks as staff does not support the use of bricks as a pavement/sidewalk surface within a street right-of-way. Other options such as a brick wall could be considered (see attached example).
- Cost estimate does not include relocating other monuments to this site.
- Cost estimate includes a combination of grass area and colored/stamped concrete.
- Cost estimate includes construction of new dumpster enclosure.

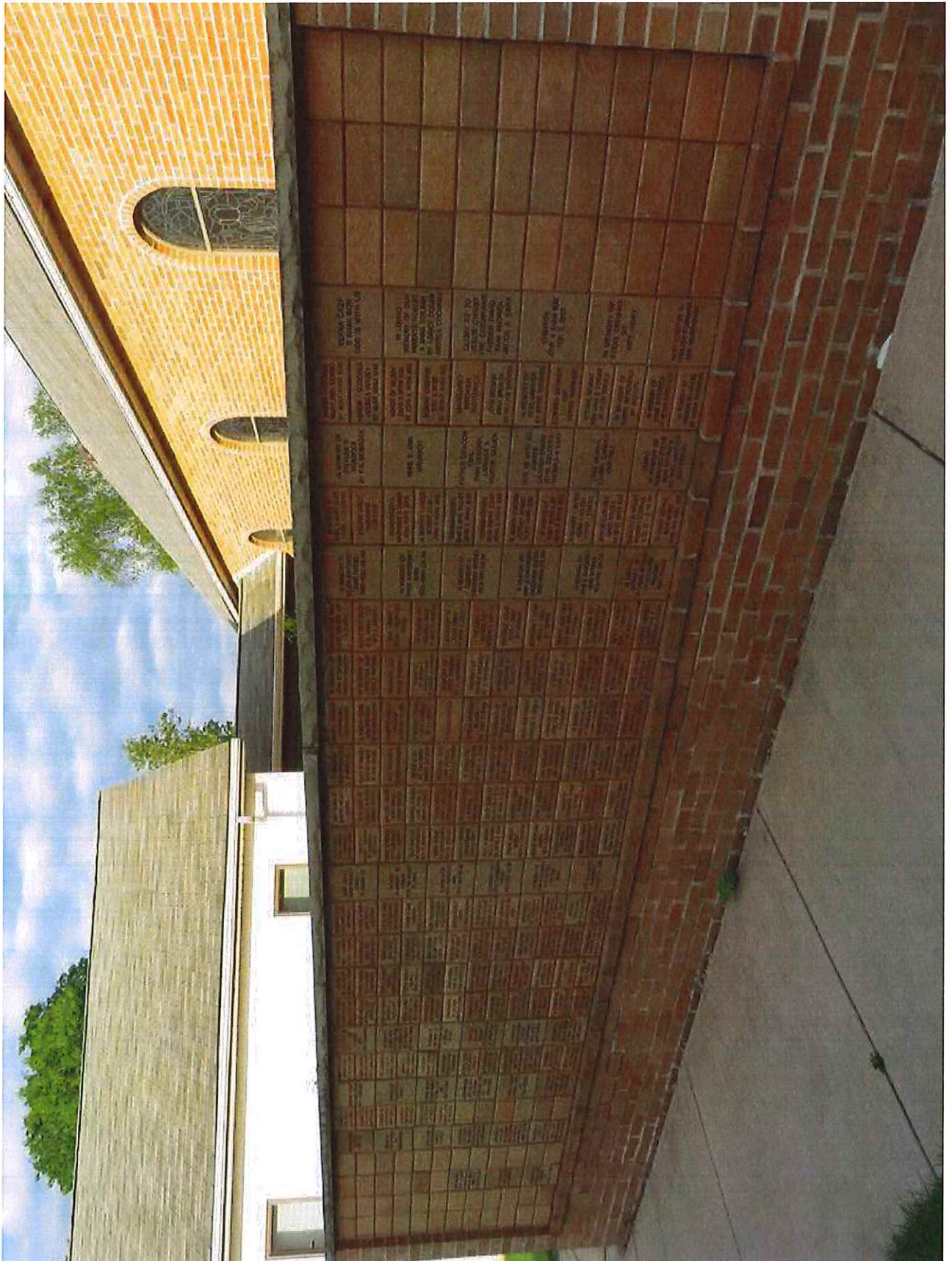
Cost Estimate:

- \$210,000

Attachments



Option 1 (0 lost stalls)





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Approved 3/20/13 6/01/22

CITY OF APPLETON SIDEWALK INSTALLATION POLICY

This policy has been developed to provide pedestrian safety and convenience throughout the City of Appleton. Providing a walkable city also promotes a sense of community, provides for safe recreation and exercise, and reduces traffic congestion, pollution, and noise.

I. NEW SUBDIVISIONS

Property owners in new subdivisions will be notified at time the occupancy permit is issued that they have six months to install sidewalk.

Sidewalks, not previously installed by property owner within six months of occupancy, will be installed under city contract, with the cost of installation assessed to the property owner per the Special Assessment Policy.

At locations where sidewalks are required to be wider than 5 feet (i.e., sidepaths), the installation of sidewalks will be performed under City contract at the time of concrete street paving, with the cost of installation assessed to the property owner per the Special Assessment Policy.

Vacant lots will have sidewalk installed as part of the Concrete Street Paving Program.

II. ESTABLISHED NEIGHBORHOODS (PRIOR TO 1992)

Sidewalks shall be installed when one of the following conditions is met:

A. Arterial & Collector Streets

Sidewalks shall be installed on both sides of all arterial and collector streets in accordance with the Five-Year Sidewalk Plan adopted by Common Council.

B. Local Streets

1. Sidewalks shall be installed along any residential property when a specific need is demonstrated and approved by Common Council.
2. Sidewalks shall be installed along the one side of any residential block in which sidewalks exist along 50% of that side of that block.
3. Sidewalks shall be installed on all streets, within ½ mile, leading directly to

elementary and middle schools and other major pedestrian generators as demonstrated and approved by the Common Council. The city will work with the School Districts to provide safe walking routes.

4. Sidewalk shall be considered for installation, where they currently don't exist, when streets are reconstructed.

III. EXISTING SIDEWALK

No existing sidewalk may be removed or abandoned without Common Council approval.

IV. ANNEXED AREAS

Sidewalks shall be installed in newly annexed areas at the time the streets are constructed to urban sections.

V. NEW NON-RESIDENTIAL SITE PLANS

Sidewalks shall be installed by the site owner in conjunction with the facility construction on non-residential properties.

VI. INDUSTRIAL PARKS

Sidewalks shall not be required within a City of Appleton Industrial Park unless a specific pedestrian need is demonstrated.

VII. CITY PARKS

Sidewalks or alternative pedestrian pathways shall be installed along or within City Parks where there is a demonstrated need and subject to review by Park and Recreation Committee and subsequent consideration by Municipal Services Committee and final approval by the Common Council.

VIII. MISCELLANEOUS ISSUES

Sidewalks shall be installed along all blocks that lead to all-way stop controlled and signal controlled intersections.

IX. CHANGES TO POLICY

This policy shall not be revoked or substantively modified unless ~~approved by the Common Council.~~

- ~~A. The city published notice of the initial Committee meeting (date, time and location) at which action may be taken to revoke or modify the policy.~~
- ~~B. Such notice shall expressly notify the public that the policy will be reviewed at the meeting.~~
- ~~C. The notice shall be published in the AppleSource or at least twice in the local newspaper in an ad not smaller than 4 inches by 4 inches (including a weekday edition and a weekend edition) within 7 days immediately preceding the meeting.~~
- ~~D. Any revocation of/or modification to the policy must be approved by the Common Council.~~



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REQUEST for Alcohol License Premise Amendment

FEES ARE NON-REFUNDABLE

License Fee \$10.00/event
Receipt 3570-3

Date Recv'd 5/3/22

Acct: CLCAGP

SECTION 1 – LICENSE INFORMATION

Name of Establishment

Gingerootz Asian Grille

Address of Establishment

2920 N. Ballard Rd

Name of Agent

Mylee Xiong

Phone Number

920-745-0666

SECTION 2 – PREMISE AMENDMENT

Please describe the change in premises:

A drawing/diagram of the proposed area must also be submitted with this application

We will be closing off part of our parking lot and having a summer kickoff party. We will be featuring local beers, cocktails and wine with our vendors. Also be having live music outside.

Is this change Permanent?

☐
YES

☒
NO

If this is temporary please specify the reason for the amendment:

We are having a parking lot party on 6/6/22

Please list the date(s) and time(s) that this temporary premise amendment will be utilized:

6/6/22 5pm-9pm

SECTION 3 – PENALTY NOTICE

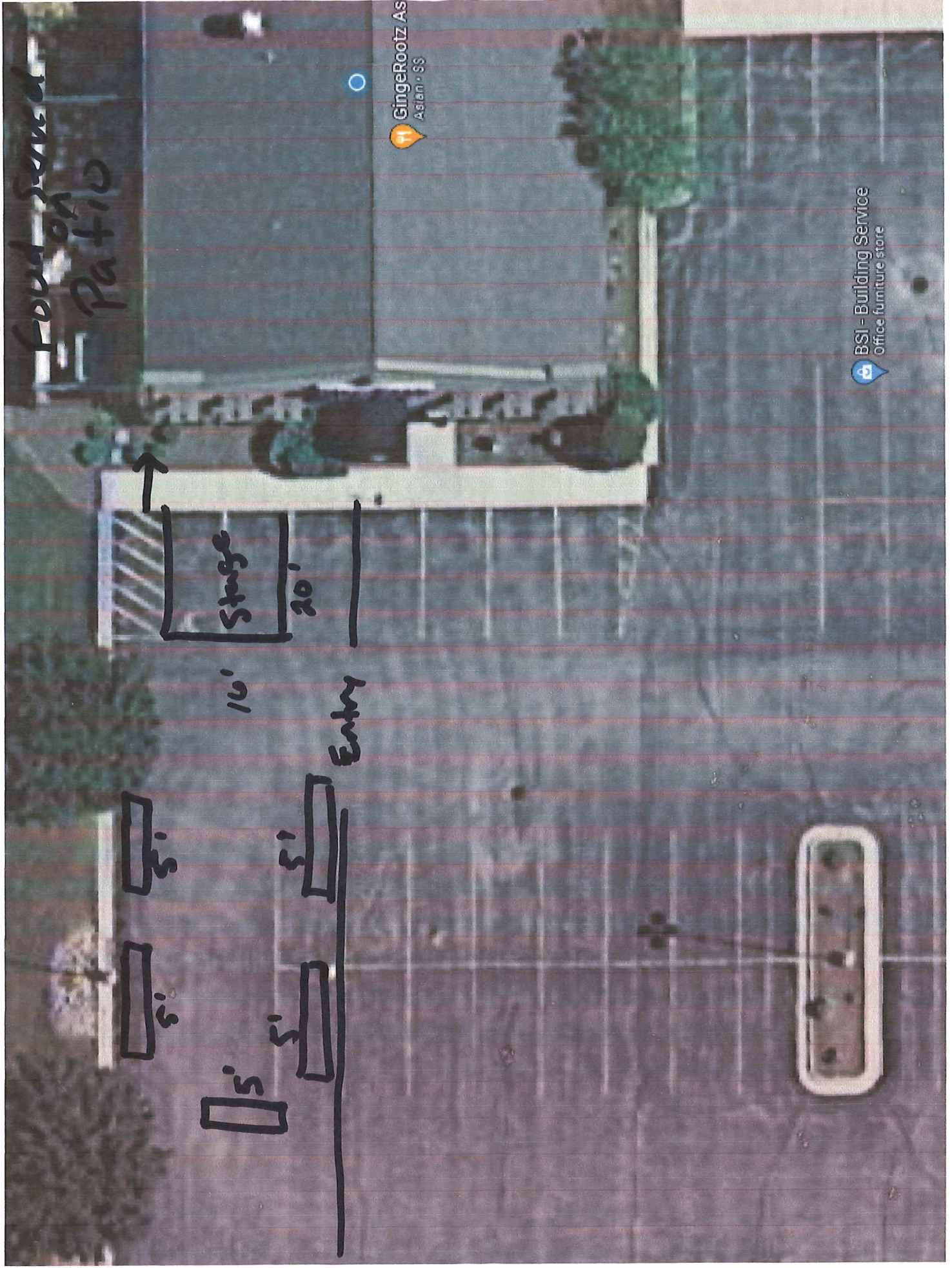
I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
Comm. Dev.				
Finance				
Fire				
Health				
Inspections				
Police				
S&L	Council		Date Issued	Exp. Date
				License Number





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APPLICATION for the Operation of a PET STORE/KENNEL

FEES ARE NON-REFUNDABLE

Date Rec'd 5/6/22

See SECTION 5 for Fee Schedule

License Fee - Initial \$ Acct. Code: CLPETK

License Fee - Renewal \$ 75 Acct. Code: CLPETK

Investigation Fee + \$ 7.00 Acct. Code: CLCPIF

Total Amount Paid \$ 82 Receipt 3588-4

License period July 1 to June 30

PLEASE ALLOW 4 WEEKS FOR PROCESSING

SECTION 1 – BUSINESS LOCATION – Answer all questions completely. Please PRINT clearly

NOTE: The location of a Kennel or Pet Store is subject to applicable zoning and other regulations.

Business Name

FISH CAVE LLC

Business Street Address

2110 S MEMORIAL DR

City

APPLETON

State

WI

Zip

54915

Business Telephone Number

920-257-4180

SECTION 2 – APPLICANT INFORMATION

Name

TON VANG

Home Street Address

1503 E COOLIDGE AVE

City

APPLETON

State

WI

Zip

54915

Date of Birth

● ● ● ●

Male

☒

Female

Telephone Number

● ● ● ● ● ● ● ●

SECTION 3 – SERVICES TO BE PROVIDED

Please check the type(s) of services your establishment will offer: ☒ Live animals

☒ Pet Food

☒ Pet Accessories

☒ Fish

☐ Other

SECTION 4 – PENALTY NOTICE

Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant:

[Signature]

SECTION 5 – FEE SCHEDULE **all fees include the \$7 Investigation fee**

Pet Store License

Initial Fee - \$97.00

Renewal Fee – \$82.00

Kennel License

1-10 animals - \$62.00

11-25 animals - \$137.00

26-50 animals - \$262.00

More than 50 animals - \$5.00 per animal
with a minimum of \$287.00

FOR OFFICE USE ONLY

Dept.

Approve

Deny

By

Reason

Police

Fire

City Sealer

Inspection

Community Development

S&L 5-25-2022

Council 06-01-2022

Date Issued

Exp. Date

License Number

04-23-21

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799



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APPLICATION for SALVAGE DEALER'S LICENSE

FEES ARE NON-REFUNDABLE Date Recv'd 5/9/22
 License Fee - Local \$207.00 Acct. CLSALV
 License Fee - Out of City \$ 82.00 Acct. CLSALV
 Receipt 3599-2
 License period July 1 to June 30

Please allow 4 weeks for processing

SECTION 1 – BUSINESS INFORMATION – Answer all questions completely. Please PRINT clearly

Business Name <u>Golper Supply Co. Inc.</u>			
Business Street Address <u>1810 W. Edgewood Dr.</u>	City <u>Appleton</u>	State <u>WI</u>	Zip <u>54913</u>
Business Telephone Number <u>920-731-3266</u>			

SECTION 2 – APPLICANT INFORMATION

Name <u>David Golper</u>			
Home Street Address <u>930 Pleasant Avenue</u>	City <u>Highland Park</u>	State <u>IL</u>	Zip <u>60035</u>
Date of Birth ●●-●●-●●	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>	Telephone Number ●●●●-●●●●

SECTION 3 – CORPORATION INFORMATION – List names, addresses and dates of birth of all officers.

President	Last <u>Golper</u>	First <u>David</u>	Middle Initial <u>B</u>	Date of Birth ●●-●●-●●	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
Address <u>930 Pleasant Avenue</u>			City <u>Highland Park</u>	State <u>IL</u>	Zip <u>60035</u>	
Vice President	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	
Secretary	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	
Treasurer	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	

SECTION 4 – PENALTY NOTICE

I certify that I am familiar with Section 9.386 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
 Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: David B Golper 05/05/2022

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
City Sealer				
Inspection				
S&L	Council	Date Issued	Exp. Date	License Number

9-24-19

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799

Mechanical Amusement Devices

TRADE NAME	COMPANY	ADDRESS
ANGELS RESTAURANT	FIRSTUSKANA LLC	1401 EAST JOHN STREET
APPLETON AXE THROWING	APPLETON AXE LLC	1400 WEST COLLEGE AVENUE
APPLETON CLARK	KEDAAR LLC	1200 WEST WISCONSIN AVE
APPLETON EXXON MOBIL	BANEE CORPORATION	1717 WEST COLLEGE AVENUE
BAD BADGER SPORTS BAR	BAD BADGER, INC.	215 WEST COLLEGE AVENUE
BADGER GAS INC	BADGER GAS INC	911 WEST COLLEGE AVENUE
BADGER MOBIL	KAVYA GAS INC	1201 NORTH BADGER AVENUE
BADGER SPORTS PARK	BADGER BOYS 2 LLC	3600 EAST EVERGREEN DRIVE
BAZILS PUB	BEHNKE ENTERPRISES, INC.	109 WEST COLLEGE AVENUE
BUFFALO WILD WINGS	BLAZIN WINGS INC	3201 E CALUMET STREET
CALUMET PANTRY	AADYA, LLC	319 EAST CALUMET STREET
CAMELOT BAR & GRILL	CAMELOT OF APPLETON LLC	1700 EAST WISCONSIN AVENUE
CAPITOL CENTRE	PLAMANN BROS., INC.	725 WEST CAPITOL DRIVE
CARTER'S CABOOSE	DEBRA L TERRY	1428 WEST SECOND STREET
CHADWICK'S	PJW LLC	413 WEST COLLEGE AVE
CHESTERS PUB	CHESTERS PUB LLC	2611 NORTH RICHMOND STREET
CINDER'S CHARCOAL GRILL	ANK RESTAURANT INC	221 SOUTH KENSINGTON DRIVE
COLD SHOT	SHERRY GALOW	633 B WEST WISCONSIN AVE
CORNER PUB	KIM WILLIAMS	1123 NORTH MASON STREET
D.K. PETROLEUM	DK PETROLEUM INC.	2619 NORTH RICHMOND STREET
D2 OF APPLETON	D2 OF APPLETON INC	403 WEST COLLEGE AVENUE
DAIRYLAND BREW PUB	DAIRYLAND BREWING CO LLC	1216 EAST WISCONSIN AVENUE
DÉJÀ VU MARTINI LOUNGE	DÉJÀ VU ENTERPRISES LLC	519 WEST COLLEGE AVENUE
DR. JEKYLL'S	STRANGE CASE LLC	314 EAST COLLEGE AVE
EAGER BEAVER	EAGER BEAVER LLC	1400 WEST SECOND STREET
EMMETT'S BAR & GRILL	TNE, INC.	139 NORTH RICHMOND ST
FAT SAMMY'S	FAT SAMMY'S INC	2500 SOUTH ONEIDA STREET
FOX RIVER HOUSE	FOX RIVER HOUSE LLC	211 SOUTH WALNUT ST
FRIENDS & NEIGHBORS	FRIENDS & NEIGHBORS, INC.	148 SOUTH WALTER AVENUE
GENESIS CLUB	GENESIS CLUB, INC	1213 NORTH APPLETON STREET
GRUMPY'S PUB	K CORPORATION	1501 NORTH RICHMOND STREET
HANK & KAREN'S	HENRY J. GRISHABER LLC	1937 EAST JOHN STREET
HOLIDAYS PUB & GRILL	HOLIDAYS PUB & GRILL LLC	3950 N RICHMOND ST
HOUDINI'S ESCAPE GASTROPUB	SANTINO LLC	1216 SOUTH ONEIDA ST
JACK'S APPLE PUB	JACKS APPLE PUB LLC	535 WEST COLLEGE AVENUE
JIM'S PLACE	DDCT, INC.	223 EAST COLLEGE AVENUE
KKY POOL HALL	YER XIONG	339 W WISCONSIN AVE UNIT 1
M.T. POCKETS	FOX VALLEY RENTALS & INVESTMENTS LLC	2906 EAST NEWBERRY STREET
MAPLE TREE RESTAURANT	MAPLE TREE RESTAURANT & PANCAKE HOUSE	2106 S ONEIDA ST
MARITIME BAR	TWO BUCKS ONLY II LLC	336 WEST WISCONSIN AVE
MCGUINNESS IRISH PUB	MIP LLC	201 S WALNUT ST
MEMORIAL LIQUOR	NEPAL LLC	415 SOUTH MEMORIAL DRIVE
MISSFITS TAVERN	UNCLE JIMS LLC	317 NORTH APPLETON ST
NO IDEA	BEHNKE ENTERPRISES, INC.	109 WEST COLLEGE AVENUE
NORTHLAND CITGO	SWAMI LLC	800 EAST NORTHLAND AVE
NORTHLAND MOBIL	DEPU LLC	105 WEST NORTHLAND AVE
OB'S BRAU HAUS	NAC LLC	523 WEST COLLEGE AVE
OLDE TOWN TAVERN	BEHNKE ENTERPRISES, INC.	109 WEST COLLEGE AVENUE
ONEIDA BP	ONEIDA STREET MIN MART LLC	1306 SOUTH ONEIDA STREET
PLAYER 2 ARCADE BAR	PLAYER 2 LLC	215 EAST COLLEGE AVE
RASCALS BAR & GRILL	GT LIMITED	702 EAST WISCONSIN AVENUE
RED OX	SIMPSON'S RED OX, INC.	2318 SOUTH ONEIDA ST
RICHMOND CITGO	SAI KRUPA, LLC	1601 N RICHMOND ST
RICHMOND MOBIL	BSS CORPORATION	3401 N RICHMOND ST

RICHMOND ST PUB	RICHMOND ST. PUB, INC.	1631 NORTH RICHMOND ST
RIVERSIDE BAR & GRILL	GREGG VANDINTER	906 SOUTH OLDE ONEIDA STREET
ROOKIES SPORTS BAR & GRILL	S C CARROW CORP	325 N APPLETON ST
SCUBAS POURHOUSE	SCUBAS POURHOUSE LLC	1309 EAST WISCONSIN AVE
SG PETROLEUM	SG PETROLEUMS LLC	2811 EAST NEWBERRY STREET
STUDY HALL GRILLE & PUB	KIM WILLIAMS	313A EAST CALUMET STREET
SUPER BOWL	SUPER BOWL INC	2222 EAST NORTHLAND AVE
THE 10TH FRAME	10TH FRAME LLC	618 WEST WISCONSIN AVE
THE BAR ON THE AVENUE	MILKO, INC.	427 WEST COLLEGE AVENUE
THE BENT KEG	THBJ INVESTMENTS, LLC	417 WEST COLLEGE AVE
THE DAILY PINT	GENERATION PAULSON, INC	830 E NORTHLAND AVE
THE DURTY LEPRECHAUN	MC GREGORS LLC	343 WEST COLLEGE AVENUE
THE HIDE-A-WAY	GRIN & BARRETT, INC.	1400 WEST WISCONSIN AVENUE
THE WISHING WELL	HARVATH, LLC	2709 EAST NEWBERRY STREET
UNION JACK	GREGG VANDINTER	812 SOUTH OLDE ONEIDA STREET
VALLEY MOBIL	VAN ZEELAND OIL CO. INC	2661 S ONEIDA ST
WILDER'S BISTRO	TUDY WILDER LLC	2639 SOUTH ONEIDA ST STE 1
WISCONSIN AVE MARATHON	SAYASH LLC	1920 EAST WISCONSIN AVE
WISCONSIN AVE PANTRY	JALIYAN GAS, LLC	111 WEST WISCONSIN AVENUE
WOODEN NICKEL SPORTS BAR & GRILL	WOODEN NICKEL RESTAURANT & LOUNGE, INC.	217 EAST COLLEGE AVE

Cigarette Licenses

TRADENAME	BUSINESS NAME	ADDRESS
APPLETON CLARK	KEDAAR LLC, LEKHA TIMILSAINA	1200 W WISCONSIN AVE
APPLETON EXXON MOBIL	BANEE CORPORATION, PARMEET KAUR ARORA	1717 WEST COLLEGE AVENUE
APPLETON HILTON	DRIFTWOOD SPECIAL SERVICING LLC, LINDA GARVEY	333 WEST COLLEGE AVENUE
APPLETON MOTOMART	FKG OIL COMPANY, LORI A. ENDRIES	3400 EAST CALUMET STREET
APPLETON SOUVENIR & CIGAR	APPLETON SOUVENIR & CIGAR INC, ROBERT J. ZIMA	415 WEST COLLEGE AVENUE
BADGER GAS	BADGER GAS INC, KALWINDER KAUR	911 WEST COLLEGE AVENUE
BADGER MOBIL	KAVYA GAS INC, JAYANT G. PATEL	1201 NORTH BADGER AVENUE
BADGER MOTOMART	FKG OIL COMPANY, ALLEXANDER J STICHMAN	1850 WEST WISCONSIN AVENUE
BALLARD MOTOMART	FKG OIL COMPANY, JASON G. MAZANEC	2838 NORTH BALLARD ROAD
CALUMET PANTRY	AADYA LLC, MAHENDRA PATEL	319 EAST CALUMET STREET
CAMELOT BAR AND GRILL	CAMELOT OF APPLETON LLC, BRIAN M. STRIEGEL	1700 EAST WISCONSIN AVENUE
DK PETROLEUM	DK PETROLEUM INC., DAVINDER SINGH	2619 NORTH RICHMOND STREET
DR. JEKYLL'S	STRANGE CASE LLC, THOMAS M ALES III	314 EAST COLLEGE AVENUE
EVAPOR NORTH	EVAPOR NORTH, INC.	2929 NORTH RICHMOND STREET
EVAPOR OF APPLETON	EVAPOR OF APPLETON, INC.	1725 SOUTH ONEIDA STREET
FAMILY DOLLAR #23800	FAMILY DOLLAR STORES OF WISCONSIN INC	808 WEST WISCONSIN AVE
FESTIVAL FOODS	SKOGEN'S FOODLINER, INC., PAUL KLINKHAMMER	1200 WEST NORTHLAND AVENUE
FLANAGAN'S STOP & SHOP	FLANAGAN'S STOP & SHOP, INC., PATRICK J FLANAGAN	522 WEST COLLEGE AVENUE
FOX RIVER HOUSE	FOX RIVER HOUSE LLC, CASSIDY EVERS	211 SOUTH WALNUT STREET
JIM'S PLACE	DDCT, INC., JAY J. PLAMANN	223 EAST COLLEGE AVENUE
KENSINGTON MOTOMART	FKG OIL COMPANY, ANNE M. STICHMAN	320 SOUTH KENSINGTON DRIVE
KWIK TRIP #181	KWIK TRIP, INC., RON W. HOFFMEYER	730 EAST WISCONSIN AVENUE
KWIK TRIP #182	KWIK TRIP, INC., ASHLEY M. FRALICK	306 NORTH RICHMOND STREET
KWIK TRIP #200	KWIK TRIP, INC., MATTHEW A. OETZEL	2120 EAST EDGEWOOD DRIVE
KWIK TRIP #639	KWIK TRIP, INC., RON W. HOFFMEYER	2175 SOUTH MEMORIAL DRIVE
KWIK TRIP #678	KWIK TRIP, INC., JACQUELINE D. DAHLKE	3232 SOUTH ONEIDA STREET
KWIK TRIP #685	KWIK TRIP, INC., CHERI WERNER	4085 EAST CALUMET STREET
MEMORIAL LIQUOR	NEPAL LLC, PUSPA SUBEDI	415 SOUTH MEMORIAL DRIVE
MISSFITS TAVERN	UNCLE JIMS LLC, HOLLYANN STRUNC	317 NORTH APPLETON STREET
NORTHLAND CITGO	SWAMI LLC, KANU B. PATEL	800 EAST NORTHLAND AVENUE
NORTHLAND MOBIL	DEPU LLC, CHIRANJIBI LAMICHHANE	105 WEST NORTHLAND AVENUE
ONEIDA BP	ONEIDA STREET MINI MART LLC, PRABHU DHUNGANA	1306 SOUTH ONEIDA STREET
PICK 'N SAVE #8123	ULTIMATE MART LLC, KENNETH A. VOSS	2700 NORTH BALLARD ROAD
PICK 'N SAVE #8187	ULTIMATE MART LLC, RUTH K ACKERMAN	511 WEST CALUMET STREET
RICHMOND CITGO	SAI KRUPA, LLC, NILESH M. PATEL	1601 NORTH RICHMOND STREET
RICHMOND MOBIL	BSS CORPORATION, BUDDI SUBEDI	3401 N RICHMOND STREET
SCUBAS POURHOUSE	SCUBAS POURHOUSE LLC, STEVEN R. VAN FOSSEN	1309 EAST WISCONSIN AVENUE
SG PETROLEUMS	SG PETROLEUMS LLC, SUYASH GOEL	2811 EAST NEWBERRY STREET
SMOKIN GLASS	SMOKIN GLASS II LLC, JUSTIN BEESE	1107 WEST WISCONSIN AVENUE
TEE TEE'S NACHOS	TEE TEE'S NACHOS LLC, TIMASHA THORNTON	550 N MORRISON STREET
TOBACCO OUTLET PLUS GROCERY	KWIK TRIP, INC., KATHLEEN A. BAYER	1342 WEST PROSPECT AVENUE
TRUE NORTH #822	TRUE NORTH ENERGY LLC, DANIEL J PAMPERIN	3411 NORTH BALLARD ROAD
VALLEY MOBIL	VAN ZEELAND OIL CO INC, TODD G. VAN ZEELAND	2661 SOUTH ONEIDA ST
WAL-MART	WAL-MART STORES EAST LP, JASON R KLUNCK	3701 EAST CALUMET STREET
WALGREENS	WALGREEN CO., STEPHANIE S SCHROEDER	1901 SOUTH ONEIDA STREET
WALGREENS	WALGREEN CO., TROY RUSTAD	700 WEST COLLEGE AVENUE
WALGREENS	WALGREEN CO., GARRETTE KERSTEN	3330 EAST CALUMET STREET
WALGREENS	WALGREEN CO., AMBER E JANSSEN	2803 NORTH MEADE STREET
WALGREENS	WALGREEN CO., JASON J. JARMUSKIEWICZ	729 WEST NORTHLAND AVENUE
WISCONSIN AVENUE MARATHON	SAYASH LLC, YAM LAMICHHANE	1920 EAST WISCONSIN AVENUE
WISCONSIN AVENUE PANTRY	JALIYAN GAS, LLC, NILESH M. PATEL	111 WEST WISCONSIN AVENUE

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☐ Village of Appleton County of Outagamie
☒ City

The undersigned duly authorized officer/member/manager of Home Run Pizza WI LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
Home Run Pizza
(Trade Name)

located at 1216 W. Wisconsin Ave. Appleton, WI 54914

appoints Charles Edward Nelson III
(Name of Appointed Agent)
400 N. Richmond St. Unit 102 Appleton, WI 54911
(Home Address of Appointed Agent)

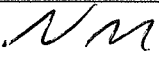
to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 1 year, 11 mo

Place of residence last year 400 N. Richmond St. Unit 102


For: Home Run Pizza WI LLC
(Name of Corporation / Organization / Limited Liability Company)
By: 
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Charles Edward Nelson III, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 5/17/22 Agent's age ●
(Signature of Agent) (Date)
400 N. Richmond St. #102 Appleton, WI 54911 Date of birth ●/●/●●
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Nelson III		Charles		Edward	
Home Address (street/route)		Post Office	City	State	Zip Code
400 N. Richmond St. #102			Appleton	WI	54911
Home Phone Number		Age	Date of Birth	Place of Birth	
●●●●●●		●	●/●/●●	Neenah, WI 54956	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ **Manager** of **Home Run Pizza WI LLC**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 1 year, 11 months
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify.
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.

(Name, Location and Type of License/Permit)

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Mark Scheffler	522 E. Pacific St. Appleton	09/20/2022	02/12/2022
Jacobs Meat Market	544 N. Law St. Appleton	06/08/2022	09/06/2022

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

**FEES ARE NON-REFUNDABLE**

License fee EACH Vehicle \$30.00
Investigation fee \$ 37 .00
Total fee paid \$ 37 .00

Date Recv'd

Acct. CLLTSE

Acct. CLCPIF

Receipt

59,22

3600 - 1

LICENSE APPLICATION

for

COMMERCIAL QUADRICYCLE☐ Original Application☒ Renewal - License # _____**SECTION 1 - APPLICANT INFORMATION**

Name of Company <u>Social Station, LLC</u>		Business Phone <u>920</u>	
Business Street Address <u>W6068 Nolan Dr</u>		City <u>App</u>	State <u>WI</u>
Owner's Name <u>Chris Burns</u>	Date of Birth <u>[REDACTED]</u>	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Owner's Name <u>[REDACTED]</u>	Date of Birth <u>[REDACTED]</u>		
Owner's Driver License Number <u>[REDACTED]</u>	Owner's Driver License Number <u>[REDACTED]</u>		

SECTION 2 - VEHICLES TO BE OPERATED

(Attach additional sheets if necessary)

Vehicle Number	Capacity	Make/Model	DOT License Plate Number
N/A	15	2015 Redal Biz megacycle	No Plate required

SECTION 3 - COMPANY HISTORY

Is the company currently licensed in any other municipality?	YES	<u>NO</u> If Yes, what municipality?
Has the company ever been denied a license by any municipality?	YES	<u>NO</u> If Yes, please explain:
Have any of the owners ever been convicted of a crime?	YES	<u>NO</u> If Yes, please explain:
Describe the basic operations of the company: <u>Pedal Powered tours</u>		
If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking? <u>No</u>		

SECTION 4 - ROUTES

All Commercial Quadricycle Routes are subject to approval by the Police Department.

Number of APPROVED routes: _____ Maps of APPROVED routes must be submitted as an attachment to the application**SECTION 4 - INSURANCE NOTICE**

Insurance Coverage:	<u>HVB International Northwest LLC</u>
Insurance Carrier:	<u>Cincinnati Specialty Insurance Co</u>
Insurance Agent Name and Phone Number:	<u>01699407 (509) 747-3121</u>
Policy Number:	

 **over**

Policy Period: _____

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorneys fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Applicant's Signature _____

FOR OFFICE USE ONLY					COI on file? YES NO	
Sealer	Approve	Deny	By	Reason	S&L Date	
Police					Common Council	
Fire					Date issued	
Inspection					Exp. date	

7910

Payor Name: SOCIAL STATION, LLC

Account Number: 3000581605

SUMMARY OF YOUR ACCOUNT:

Current Policy Activity	\$1,143.10
Amount Due for Account	\$1,143.10

CURRENT POLICY ACTIVITY:

POLICY TYPE: General Liability **POLICY NUMBER:** 0169940 **EXPIRATION DATE:** 06/04/2022
PAY PLAN: Quarterly **NAMED INSURED:** SOCIAL STATION, LLC
COVERAGE PROVIDED BY: Cincinnati Specialty Underwriters Insurance Company

Effective Date	Description	Amount Due
06/04/2021	Installment Down Pay	\$779.00
06/04/2021	Broker Fee	\$35.00
06/04/2021	Surplus Tax	\$94.53
		<hr/> \$908.53

POLICY TYPE: Inland Marine **POLICY NUMBER:** 0169943 **EXPIRATION DATE:** 06/04/2022
PAY PLAN: Quarterly **NAMED INSURED:** SOCIAL STATION, LLC
COVERAGE PROVIDED BY: Cincinnati Specialty Underwriters Insurance Company

Effective Date	Description	Amount Due
06/04/2021	Installment Down Pay	\$177.25
06/04/2021	Broker Fee	\$35.00
06/04/2021	Surplus Tax	\$22.32
		<hr/> \$234.57



Statement Prepared On: 06/10/2021

Questions regarding your insurance coverage:
HUB International Northwest LLC (46023)
(509)747-3121

Statement – Premium Due

SOCIAL STATION, LLC
W6068 NOLAN DR
APPLETON WI 54915

Amount Due:	\$1,143.10
Due Date:	07/04/2021

Account Number: 3000581605
Policy Number(s) with Premium Due:
0169940, 0169943

Questions regarding your statement:

Cincinnati Corporate Billing
877-942-2455, CinciBill@cinfin.com
Monday-Friday, 7:30 a.m.- 6 p.m. Eastern Time
Saturday, 8 a.m.- noon Eastern Time

Pay Online or by Phone:	<i>cinfin.com</i> 800-364-3400 Payments may be made by checking or savings. Payments confirmed prior to 3 p.m. Eastern Time are applied the same business day, Monday-Friday, excluding bank holidays.
Payment Address:	CSU Producer Resources Inc. P.O. Box 145416 Cincinnati, OH 45250-5416
Overnight Payment Address:	CSU Producer Resources Inc. Attention: Corporate Accounts Receivable 6200 South Gilmore Road Fairfield, OH 45014-5141

CSU Producer Resources Inc. premiums cannot be combined with any other payments. Combining payments may result in late fees or cancellation for nonpayment of premium.

----- Please detach and return the remittance stub below with your payment. -----

Make check payable to: **CSU PRODUCER RESOURCES INC.**
*Please include your account number on the check. Do not send cash. If paying multiple CSU Producer Resources Inc. accounts include the remittance stub for each.

Account Number	Due Date	Amount Due
3000581605	07/04/2021	\$1,143.10

Late Payments: A fee of up to \$25 and/or account cancellation may result if the total amount due is not received and posted by the due date.

SOCIAL STATION, LLC
W6068 NOLAN DR
APPLETON WI 54915

☐ Please mark for change of address and complete the reverse side.

CSU PRODUCER RESOURCES INC.
PO BOX 145416
CINCINNATI OH 45250 -5416

08 1 3000581605 07042021 000000114310 8

ADDITIONAL 2022-2023 RENEWALS

CLASS “A” FERMENTED MALT BEVERAGE & “CLASS A” LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Kedaar LLC Lekha Timilsaina, Agent, 1315B 22 nd St Two Rivers WI 54241	Appleton Clark	1200 W Wisconsin Ave
Appleton Liquor LLC Heidi Guta, Agent, 1325 E Overland Rd Appleton WI 54911	Appleton Liquor	2727 N Meade St
Kavya Gas Inc Jayant G. Patel, Agent, 509 Susan St Combined Locks WI 54113	Badger Mobil	1201 N Badger Ave
Lindo Michoacan Mexican Restaurant LLC Pedro Juarez, Agent, 1017 Grove St Menasha WI 54952	Lindo Michoacan	207 N Richmond St
Swami, LLC. Kanu B. Patel, Agent, 420 W Northland Ave Appleton WI 54911	Northland Citgo	800 E Northland Ave

CLASS “B” FERMENTED MALT BEVERAGE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Yer Xiong 1202 N Division St Appleton WI 54911	KKY Pool Hall	339 W Wisconsin Av #1

CLASS “B” FERMENTED MALT BEVERAGE LICENSE AND “CLASS C” WINE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Area 509 LLC Reginald Desamour, Agent, 1629 S Nicolet Rd #1 Appleton WI 54914	Area 509	1025 N Badger Ave
Alpine Swift LLC Adam Marty, Agent, 429 E Roosevelt St Appleton WI 54911	Ellinor	1016 E Pacific St
Home Run Pizza WI LLC Charles E Nelson III, Agent, 400 N Richmond St #102 Appleton WI 54911	Home Run Pizza	1216 W Wisconsin Ave
Moon Water Café LLC Shannon Boegh, Agent, 1044 E Vine St Appleton WI 54911	Moon Water Café	606 N Lawe St

CLASS “B” FERMENTED MALT BEVERAGE & “CLASS B” LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Antojitos Mexicanos LLC Fernando Almanza, Agent, 580 Cornrow Ln Combined Locks WI 54113	Antojitos Mexicanos	204 E College Ave
The Big Appleton Corporation Douglas W Wassmann, Agent, 622 S Lee St Appleton WI 54915	Glass Nickel Pizza Co.	2120 W College Ave
Lindo Michoacan Mexican Restaurant LLC Pedro Juarez, Agent, 1017 Grove St Menasha WI 54952	Lindo Michoacan	207 N Richmond St
RH Events LLC Sandy Emerich, Agent, 2165 S Fountain Ave Appleton WI 54915	Poplar Hall	141 S Riverheath Way
Bark Entertainment LLC Zachery Wroblewski, Agent, 621 E Brewster St Appleton 54911	Skyline Comedy Club	1004 S Olde Oneida St



May 26, 2022

To: Finance Committee
City of Appleton Common Council

From: Ronald C. McDonald, General Manager *RCM*

Subject: Approve budget amendment for the 2022 Transit Center Needs Assessment and Master Plan project.

Background:

Valley Transit's Transit Center is located at 100 E. Washington Street in downtown Appleton. The Transit Center was constructed in 1989 and is approximately 5,700 square feet. In concert with the College North Neighborhood Plan, Valley Transit is hiring an architectural firm to conduct a site assessment and create a master plan for the Transit Center facility in accordance with Federal Transit Administration Guidelines. The Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project.

The FTA provides capital funds as an 80/20 grant; 80% grant funded and 20% local match. The local share will be paid through a combination of existing local share and Valley Transit's depreciation fund. The costs associated with this grant are as follows:

80% funding from FTA:	\$143,480
20% local match:	<u>\$ 35,870</u>
Total eligible project cost:	\$179,350

Recommendation:

Approve budget amendment for 2022 Transit Center Needs Assessment and Master Plan project in the amount of \$179,350.



“...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: Fox Cities Transit Commission

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

DATE: 5/24/2022

RE: Action Item: Award the Design Contract for the “2022 Transit Center Needs Assessment and Master Plan” to LHB Corporation in the amount of \$163,043.75 plus a 10% contingency of \$16,305 for a total not to exceed a project design cost of \$179,348.75.

PROJECT

The 2022 Valley Transit budget has allocated monies to perform a needs assessment and create a master plan for the Transit Center facility all in accordance with all Federal Transit Administration Guidelines. This Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project. This memo addresses selecting a consultant to perform a needs assessment and create a Master Plan for the Transit Center Joint Development Facility Project.

BACKGROUND

Located at 100 E. Washington Street, the existing site is appropriately located in downtown Appleton and consists of approximately one acre. Existing improvements include bus parking and the Transit Center facility. The Transit Center facility was constructed in 1989 and is approximately 5,700 square feet. This project will incorporate a new Transit Center with improved services and safety, and a public and private development featuring a mix of commercial and residential uses, public open spaces which are thoughtfully integrated and serve a diverse group of people working, living, and visiting downtown.

We have requested proposals from professional firms to perform a needs analysis and master planning for a new Transit Center Joint Development project. This needs analysis and master plan will be the basis used to obtain federal funding for a new multi-modal Transit Center and commercial/residential mixed-use development facility.

RFP PROCESS:

The request for proposal was distributed via Vendornet and published on the City of Appleton’s website to potential consulting firms. Representatives from six firms attended a pre-proposal meeting where the project was defined along with the project scope. Only two firms who attended the pre-proposal meeting submitted proposals. The proposals were reviewed and scored by PRFMD, Community Development, and Valley Transit staff. The following table identifies the engineering firms along with their proposal score:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS
LHB	1110
Bowen	990

The evaluation team completed their review and scoring of the submitted proposals based on the Brooks Act. The Brooks Act is a federal requirement that professional services be awarded to be best qualified firm. The evaluation team then conducted interviews for both LHB and Bowen. The evaluation team found that LHB was the most qualified firm. After LHB was chosen based on qualifications, the evaluation team negotiated a fair contract price for the project.

The evaluation team then completed a reference check to ensure LHB was the right choice for Valley Transit, Community Development, and PRFMD for both quality of work and cost. The reference check demonstrated that LHB is a responsible firm that will provide a quality product at a fair price.

RECOMMENDATION

Award the Design Contract for the “2022 Transit Center Needs Assessment and Master Plan” to LHB Corporation in the amount of \$163,043.75 plus a 10% contingency of \$16,305 for a total not to exceed a project design cost of \$179,348.75.

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

CITY OF APPLETON, WI

POLICY FOR SPECIAL ASSESSMENTS 2023

(Draft: For Finance Committee Approval)

I. STREET CONSTRUCTION AND RECONSTRUCTION

A. General Information

CONCRETE PAVEMENT		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75%	75%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)		New Concrete		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Construction Items							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$1.00-\$1.50/front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Maintenance Hole / Inlet Reconstruction		N		N		-	
Maintenance Hole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)		Asphalt following G&G		Rural to Urban Conversion		Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Construction Items							
Administrative Fees		Y		Y		N	-
Property Owner Notification		Y		Y		N	-
Asphalt Pavement		Y		Y		N	-
Milling		N		Y		N	-
Sawcutting		N		Y		N	-
Curb & Gutter (New/repair)		N		Y		N	-
Fine Grading		Y		Y		N	-
Seed & Mulch/Sod		N		Y		N	-
Terrace Restoration		N		Y		N	-
Concrete Driveway Apron		N		N *		N *	per bid price
Asphalt (miscellaneous)		N		N		N	-
Geotextile Fabric		N		N		N	-
Stone Base		N		N		N	-
Trees		N		N		N	-
Unclassified Excavation		N		N		N	-
Erosion Control		N		N		N	-
Adjust MH/Inlet Tops		N		N		N	-
Curb Thimbles		N		N		N	-
Drill-in Tie Bars/Dowels		N		N		N	-
Driveway Closure		N		N		N	-
Inlet Leads		N		N		N	-
Maintenance Hole / Inlet Reconstruction		N		N		N	-
Maintenance Hole/Inlet Castings		N		N		N	-
MH Chimney Seals		N		N		N	-
Pavement Marking		N		N		N	-
Removal - Asphalt		N		N		N	-
Removal - C&G		N		N		N	-
Removal - Concrete		N		N		N	-
Removal - DW Aprons (Conc. & Asp.)		N		N		N	-
Removal - Sidewalk		N		N		N	-
Repair work from permits		N		N		N	-
Repair work from Utility Projects		N		N		N	-
Traffic Signals		N		N		N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

GRADING & GRAVELING (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	0%	100%	0%	100%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base assessment Rate	Calculated on an individual street basis based upon bid prices					
(Y=Assessed N=Not Assessed)							
Construction Items		New Street		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense **when**:
 - a. When permanent street surfaces are constructed.
 - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
 - c. When ordered **to be** installed by the Common Council.
 - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.
(S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government.
(BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
 - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.
 - b. The first 120 feet will be charged 25% of the rate calculated in "a" above. The balance of the frontage will be assessed at 100% of the rate calculated in "a" above. (BPW 1/21/98)

15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the “bulb” according to the number of originally platted lots.
 - f. On “mouse ear” lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
 - g. For work abutting only part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - h. Definition of “addressed” side: The street with the house number.
 - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used **only** for **sidewalk replacement**, reconstructed asphalt and concrete streets. ~~only.~~ Not for rural to urban conversion to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

II. SIDEWALKS

A. General Information

SIDEWALKS (Not including New subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.					
(Y=Assessed N =Not Assessed) Construction Items		New and Reconstruction not meeting replacement criteria		Reconstruction meeting replacement criteria		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Concrete Sidewalk		Y		N		-	
Seed & Mulch (max. of 18" on each side of walk)		Y		N		-	
Terrace Restoration		Y		N		-	
Sawcutting		N		N		-	
Fine Grading		N		N		-	
Miscellaneous Asphalt		N		N		-	
Stone Base		N		N		-	
Driveway Aprons - Removal and Replacement		Y		n/a		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Drill-in Tie Bars/Dowels/Rebar		N		N		-	
Removal - Sidewalk		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request.

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
 - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
 - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - f. Definition of "addressed" side: The street with the house number.

III. SANITARY SEWER

A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
	Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A
(Y=Assessed N =Not Assessed)		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Construction Items							
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Sanitary area assessment		Y		N		-	
Sanitary Sewer Main		Y		N		-	
Sanitary Maintenance Holes		Y		N		-	
Drop Maintenance Holes		Y		N		-	
Maintenance Hole Castings		Y		N		-	
Sanitary Laterals (50% Rate)		Y		Y		4" and 6"= \$52.00 > 6" = Actual Cost	
Private Lateral Televising		N		N		-	
Lateral Connections		Y		N		-	
Pipe Bedding		Y		N		-	
Pipe Backfill Material		Y		N		-	
Terrace Restoration		Y		N		-	
Seed & Mulch		Y		N		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Sanitary Sewer

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12" sanitary sewer main and maintenance holes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
2. Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.

3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
 - e. Cost of sewer and maintenance hole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
 - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 6a. above).
 - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

IV. SANITARY SEWER LATERALS

A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.
4. Total Lateral Replacement Program Calculation Guidelines:
 - a. For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property.
 - b. For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.

V. STORMWATER FACILITIES

A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$36.00	Actual Cost	\$36.00	Actual Cost	\$36.00
(Y=Assessed N =Not Assessed)		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Construction Items							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Regional Stormwater Facilities (built prior to 1/1/02)		Y		Y		See rates Pg. 21	
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)		Y		Y		See rates Pg. 21	
Regional Stormwater Facilities (built after 3/1/06)		N		N		-	
Local Water Quality Practices		N		N		-	
Storm Sewer Main		Y		Y		-	
Storm Maintenance Holes		Y		Y		-	
Inlets		Y		Y		-	
Inlet Leads		Y		Y		-	
Drop Maintenance Holes		Y		Y		-	
Maintenance Hole Castings		Y		Y		-	
Storm Laterals		Y		Y		6" = \$33.00 8" = \$44.00 10" = \$47.00 12" = \$51.00 Greater than 12" actual cost	
Lateral Connections		N		N		-	
Pipe Bedding		Y		Y		-	
Pipe Backfill Material		Y		Y		-	
Terrace Restoration		Y		Y		-	
Seed & Mulch		Y		Y		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

⁺ See Section V.B.3.b. for exceptions

B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.
2. Assessable stormwater facilities under this section include storm sewer, mains and piping, maintenance holes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
 - a. R-1, R-2, zoning
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
 - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
 - c. All Other Zoning
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), maintenance holes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- i. Rural to urban conversion shall be assessed as new.

VI. STORM SEWER LATERALS

A. General Information

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
3. Street Reconstruction:
 - a. ~~Arterial Streets~~ Prior to total reconstruction of a street, **at locations where existing storm sewers are being replaced or new storm sewers are being installed**, storm laterals shall be installed to all properties that are not yet served.
 - b. ~~Non-arterial Streets~~ Prior to total reconstruction of a street, **storm laterals shall be installed to all properties not zoned R-1 or R-2. In addition, laterals shall be installed to residential properties based on needs identified under the mini-sewer and rehabilitation programs.**

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed ½ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VII. WATERMAINS AND SERVICES

A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
(Y=Assessed N =Not Assessed)							
Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N*		-	
Property Owner Notification		Y		N*		-	
Local Water Main		Y		N*		-	
Transmission Main		N*		N*		-	
Valves		Y		N*		-	
Hydrants		Y		N*		-	
Hydrant Leads		Y		N*		-	
1"- 1 1/4" Water Service (Including connection) In New Street(s)		Y		N*		Actual Cost	
1"- 1 1/4" Water Service (Including connection) In Existing Street(s)		Y		N*		Actual Cost	
1 1/2" - 2" Water Service (Including connection) In New Street(s)		Y		N*		Actual Cost	
1 1/2" - 2" Water Service (Including connection) In Existing Street(s)		Y		N*		Actual Cost	
Pipe Bedding		Y		N*		-	
Pipe Backfill Material		Y		N*		-	
Terrace Restoration		Y		N*		-	
Seed & Mulch		Y		N*		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		Y		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Water Mains and Services

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
 - a. R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8" main, hydrants and valves.

- b. C-1 and C-2 zoning. All costs to construct water main up to and including 12" main, hydrants and valves.
 - c. Other zoning. All costs to construct water main up to and including 16" main, hydrants and valves.
 - d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
 - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
 - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
 - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
 - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
5. Replacement of Service. All additional cost to upgrade a service (example, 1" copper to 4" service line) shall be borne by the property owner or developer.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
7. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.

- f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 7a. above).
- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed ½ the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VIII. STREET LIGHTING

A. Calculation Guidelines

- 1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
- 2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
- 3. The assessment rate will be based on the actual cost of installation.
- 4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

B. Assessment Exceptions:

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.

IX. NEW SUBDIVISIONS

A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit
	Development Agreement Required?	No	Yes
	Assessed at (%)	100%	100%
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)
		Platted Prior to 1/1/04	Platted After 12/31/14
City Administrative Fees		Y	Y
Area Assessment - Sanitary		Y	Y
Regional Stormwater Facilities		Y	Y
Sewer Televising		Y	Y
Temporary Asphalt Pavement		Y	Y
Concrete Pavement ⁺		Y	Y
Sidewalks		Y	Y
Boulevard Trees		Y	Y
Street Name Signs		Y	Y
Traffic Control Signs		Y	Y
Sanitary Sewer		D	D
Sanitary Overbuild		D	D
Storm Sewer		D	D
Storm Overbuild		D	D
Water Main		D	D
Water Main Overbuild		D	D
Sanitary Laterals		D	D
Storm Laterals		D	D
Water Services		D	D
Rear-yard Drains		D	D
Grading & Graveling (Right-of-way)		D	D
Lot Grading		D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D
Seed & Mulch (Right-of-way)		D	D
Seed & Mulch (Lot areas)		D	D
Street Lights		D	D
Erosion Control		D	D

* See Calculation Guidelines

⁺ See Section IX.B.2 for exceptions

B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of LED cut-off style fixture, mounted 30-feet high on a wooden pole, spaced anywhere from 250 to 300 feet apart. **Decorative lighting beyond these standards will have on-going annual special assessments per development agreements.**
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

X. SPECIAL CHARGES

A. General definition

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

XI. METHOD OF PAYMENT

A. General Definition

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.

XII. APPEAL PROCESS

1. If the governing body decides to reconsider and reopen any assessment, the body may, after giving a public notice as required for the initial assessment, and after a public hearing, amend, cancel or confirm the prior assessment. Any request for a change to the first assessment, must be made within 30 days of the passage of the original final resolution. The Clerk shall publish a notice of any resolution changing the assessment, as was done with the original assessment.

XIII. MISCELLANEOUS

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the **Board of Public Works Finance Committee** for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

XIV. REFERENCED ITEMS

1/17/83 Street and Sanitation Committee #3

The following policy concerning sump pump discharges adopted, “When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed.”

7/06/83 Street and Sanitation Committee #6

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

3/03/93 Street and Sanitation Committee #10

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.

“Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

11/16/94 Municipal Services Committee #2 - “Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input.”

1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that: The special assessment policy for stormwater that recovers 75% of costs from new

developers and 40% from existing benefiting owners be approved. Existing is defined as that a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.

Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

XV. SPECIAL ASSESSMENT RATES

Sanitary Sewer Laterals Reconstruction	4” and 6” > 6”	\$52.00/ft actual cost
Storm Sewer Reconstruction up to & including 15" main:		\$36.00/ft
Storm Sewer Laterals Reconstruction	6" 8" 10" 12" > 12”	\$31.00/ft \$37.00/ft \$40.00/ft \$43.00/ft actual cost
New Water Main - Zoning R1, R2, R3	up to & including 8" main:	actual cost
Zoning C1, C2	up to & including 12" main:	actual cost
Other Zoning	up to & including 16" main:	actual cost

Rates for previous Stormwater Detention Basins (Cost per ERU’s)

SE Basin	75% of cost	\$173.25
AAL Basin	75% of cost	\$430.20
Meade Pond		\$797.04
Holland Pond		\$345.78
Ashbury Pond		\$593.76
Mud Creek South Pond		\$815.00 (2002 basin rate)

Cost for 2003 basins \$860.00
 Southpoint Commerce Park Pond North (K2a), Plank Road West

Cost for 2004 basins \$915.00
 Southpoint Commerce Park Pond South (K2B)

Cost for 2005 basins \$1,104.00
 Plank Road Northwest Pond

Sheet No. 1 of 1
Schedule No. Cz-1
Amendment No. 64

RATE FILE
Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be charged.

Billing: Same as Schedule Mg-1.

EFFECTIVE: December 30, 2010
PSCW AUTHORIZATION: 190-WR-112

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: ☒ **Finance Committee**
☐ **Municipal Services Committee**
☐ **Utilities Committee**

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

Unit H-21 Redundant Raw Water Line

Be awarded to:

Name: PTS Contractors Inc
Address: 4075 Eaton Road
Green Bay, WI 54311

In the amount of : \$4,875,000.00

With a 10.3% contingency of : \$500,000.00

For a project total not to exceed : \$5,375,000.00

**** OR ****

In an amount Not To Exceed :

Budget: \$8,280,000.00
Estimate: \$6,500,000.00
Committee Date: 05/23/22
Council Date: 06/01/22

Bid Tabulation

H-21 Redundant Raw Water Line

05/16/2022 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	PTS Contractors, Inc		Advance Construction Inc.	
				Unit Price	Item Total	Unit Price	Item Total
1	Furnish & Install 56" (i.d.) Steel Casing (Tunneled)	100	LF	\$3,025.00	\$302,500.00	\$2,400.00	\$240,000.00
2	Furnish & Install 36" Water Main	7655	LF	\$415.00	\$3,176,825.00	\$452.00	\$3,460,060.00
3	Furnish & Install 10" Water Main	35	LF	\$225.00	\$7,875.00	\$222.00	\$7,770.00
4	Furnish & Install 8" Water Main	40	LF	\$207.00	\$8,280.00	\$204.00	\$8,160.00
5	Furnish & Install 36" Butterfly Valve w/box	6	EA	\$38,000.00	\$228,000.00	\$38,340.00	\$230,040.00
6	Furnish & Install 42" dia., 90 degree bend	1	EA	\$14,500.00	\$14,500.00	\$12,488.00	\$12,488.00
7	Furnish & Install 36" dia., 90 degree bend	5	EA	\$11,500.00	\$57,500.00	\$9,608.00	\$48,040.00
8	Furnish & Install 36" dia., 45 degree bend	12	EA	\$8,400.00	\$100,800.00	\$6,865.00	\$82,380.00
9	Furnish & Install 36" dia., 22.5 degree bend	2	EA	\$7,100.00	\$14,200.00	\$5,597.00	\$11,194.00
10	Furnish & Install 36" dia., 11.25 degree bend	1	EA	\$7,100.00	\$7,100.00	\$5,597.00	\$5,597.00
11	Furnish & Install 10" , 45 degree bend	12	EA	\$800.00	\$9,600.00	\$782.00	\$9,384.00
12	Furnish & Install 8" , 45 degree bend	12	EA	\$540.00	\$6,480.00	\$515.00	\$6,180.00
13	Furnish & Install 4" - 45 degree bends	4	EA	\$320.00	\$1,280.00	\$268.00	\$1,072.00
14	Furnish & Install 36" x 36" Tee	5	EA	\$10,500.00	\$52,500.00	\$7,069.00	\$35,345.00
15	Furnish & Install 36" x 6" Tee	2	EA	\$9,300.00	\$18,600.00	\$6,569.00	\$13,138.00
16	Furnish & Install 42" Cap	2	EA	\$8,900.00	\$17,800.00	\$11,032.00	\$22,064.00
17	Furnish & Install 36" Cap	2	EA	\$16,200.00	\$32,400.00	\$10,500.00	\$21,000.00
18	Furnish & Install 42"/36" Reducer	2	EA	\$12,000.00	\$24,000.00	\$9,394.00	\$18,788.00
19	Connection to existing 42" PCCP water main	1	EA	\$38,000.00	\$38,000.00	\$11,727.00	\$11,727.00
20	Furnish & Install 6" Hydrant Lead	85	LF	\$150.00	\$12,750.00	\$93.00	\$7,905.00
21	Furnish & Install Hydrant	5	EA	\$5,525.00	\$27,625.00	\$5,697.00	\$28,485.00
22	Furnish & Install 6" Gate Valve w/box	5	EA	\$1,830.00	\$9,150.00	\$1,786.00	\$8,930.00
23	Furnish & Install 8" Gate Valve w/box	1	EA	\$2,520.00	\$2,520.00	\$2,471.00	\$2,471.00
24	Furnish & Install 4' Standard MH/casting	1	EA	\$7,600.00	\$7,600.00	\$4,600.00	\$4,600.00
25	Furnish & Install Tracer Wire Valve Box Assembly	11	EA	\$525.00	\$5,775.00	\$450.00	\$4,950.00
26	Hydrant/Valve Removal - Natures Way	3	EA	\$1,060.00	\$3,180.00	\$3,000.00	\$9,000.00
27	Furnish & Install 4" Water Lateral	10	LF	\$138.00	\$1,380.00	\$93.00	\$930.00
28	Adjust Existing Water Service, size 2" or less	11	EA	\$900.00	\$9,900.00	\$800.00	\$8,800.00
29	Furnish & Install 4"/6" Sanitary Lateral	120	LF	\$200.00	\$24,000.00	\$89.00	\$10,680.00
30	Furnish & Install 4"/6" Sanitary 45 deg bend	22	EA	\$77.00	\$1,694.00	\$30.00	\$660.00
31	Remove & Replace Inlet, Reset casting	1	EA	\$1,700.00	\$1,700.00	\$2,500.00	\$2,500.00
32	Remove & Replace 30" Curb & Gutter	50	LF	\$54.00	\$2,700.00	\$52.00	\$2,600.00
33	Furnish & Install "D-M" Inlet Protection	44	EA	\$100.00	\$4,400.00	\$95.00	\$4,180.00
34	Furnish & Install Erosion Control Mat - Class I, Urban Type "A"	3500	SY	\$5.00	\$17,500.00	\$8.75	\$30,625.00
35	Furnish & Install Erosion Control Mat - Class II, Type "C" Organic	800	SY	\$8.25	\$6,600.00	\$11.80	\$9,440.00
36	Furnish, Install, & Maintain Amphibian Silt Fencing	3000	LF	\$2.00	\$6,000.00	\$1.95	\$5,850.00
37	Furnish, Install, & Maintain Silt Fencing	1600	LF	\$2.00	\$3,200.00	\$1.95	\$3,120.00
38	Furnish, Install, & Maintain 12" dia. Sediment Log - Class II	200	LF	\$9.50	\$1,900.00	\$9.00	\$1,800.00
39	Furnish & Maintain Dewatering	1	LS	\$80,091.00	\$80,091.00	\$50,000.00	\$50,000.00
40	Furnish & Install Tracking Pad	2	EA	\$1,720.00	\$3,440.00	\$2,000.00	\$4,000.00
41	Remove & Replace 9" Concrete Pavement (3 day HE)	1800	SY	\$86.00	\$154,800.00	\$84.17	\$151,506.00
42	Remove & Replace 4" HMA Asphalt	8100	SY	\$32.00	\$259,200.00	\$33.65	\$272,565.00
43	Sawcutting	21100	LF	\$3.00	\$63,300.00	\$2.50	\$52,750.00
44	Pavt Marking Epoxy, 4"	4200	LF	\$1.00	\$4,200.00	\$1.40	\$5,880.00
45	Pavt Marking Epoxy, 6"	50	LF	\$17.00	\$850.00	\$20.00	\$1,000.00
46	Pavt Marking Epoxy, 18"	15	LF	\$19.00	\$285.00	\$19.00	\$285.00
47	Pavt Marking Epoxy, Symbols	6	EA	\$320.00	\$1,920.00	\$350.00	\$2,100.00
48	Canadian National Insurance, Permitting, & Training	1	LS	\$1,800.00	\$1,800.00	\$20,000.00	\$20,000.00
49	Furnish & Maintain Traffic Control - Phase 1	1	LS	\$3,400.00	\$3,400.00	\$7,400.00	\$7,400.00
50	Furnish & Maintain Traffic Control - Phase 2	1	LS	\$4,750.00	\$4,750.00	\$4,400.00	\$4,400.00
51	Furnish & Maintain Traffic Control - Phase 3	1	LS	\$4,750.00	\$4,750.00	\$4,800.00	\$4,800.00
52	Furnish & Maintain Traffic Control - Phase 4	1	LS	\$5,200.00	\$5,200.00	\$7,200.00	\$7,200.00
53	Furnish & Maintain Traffic Control - Phase 5	1	LS	\$3,700.00	\$3,700.00	\$4,800.00	\$4,800.00
54	Furnish & Maintain Traffic Control - Phase A	1	LS	\$4,200.00	\$4,200.00	\$2,500.00	\$2,500.00
55	Furnish & Maintain Traffic Control - Phase B	1	LS	\$3,100.00	\$3,100.00	\$1,800.00	\$1,800.00
56	Furnish & Maintain Traffic Control - Phase C	1	LS	\$5,800.00	\$5,800.00	\$4,200.00	\$4,200.00
57	Removal of Contaminated Soil	100	CY	\$24.00	\$2,400.00	\$7.00	\$700.00

Base Bid Total:

\$4,875,000.00

\$4,989,839.00

Bid Tabulation

H-21 Redundant Raw Water Line

05/16/2022 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Vinton Construction Company		Superior Sewer and Water inc.	
				Unit Price	Item Total	Unit Price	Item Total
1	Furnish & Install 56" (i.d.) Steel Casing (Tunneled)	100	LF	\$2,682.00	\$268,200.00	\$3,139.00	\$313,900.00
2	Furnish & Install 36" Water Main	7655	LF	\$436.00	\$3,337,580.00	\$471.25	\$3,607,418.75
3	Furnish & Install 10" Water Main	35	LF	\$196.00	\$6,860.00	\$135.00	\$4,725.00
4	Furnish & Install 8" Water Main	40	LF	\$157.00	\$6,280.00	\$122.00	\$4,880.00
5	Furnish & Install 36" Butterfly Valve w/box	6	EA	\$38,226.00	\$229,356.00	\$25,600.00	\$153,600.00
6	Furnish & Install 42" dia., 90 degree bend	1	EA	\$14,403.00	\$14,403.00	\$30,400.00	\$30,400.00
7	Furnish & Install 36" dia., 90 degree bend	5	EA	\$15,278.00	\$76,390.00	\$20,700.00	\$103,500.00
8	Furnish & Install 36" dia., 45 degree bend	12	EA	\$9,788.00	\$117,456.00	\$15,900.00	\$190,800.00
9	Furnish & Install 36" dia., 22.5 degree bend	2	EA	\$8,840.00	\$17,680.00	\$14,300.00	\$28,600.00
10	Furnish & Install 36" dia., 11.25 degree bend	1	EA	\$6,626.00	\$6,626.00	\$13,000.00	\$13,000.00
11	Furnish & Install 10" , 45 degree bend	12	EA	\$1,433.00	\$17,196.00	\$915.00	\$10,980.00
12	Furnish & Install 8" , 45 degree bend	12	EA	\$1,176.00	\$14,112.00	\$650.00	\$7,800.00
13	Furnish & Install 4" - 45 degree bends	4	EA	\$960.00	\$3,840.00	\$440.00	\$1,760.00
14	Furnish & Install 36" x 36" Tee	5	EA	\$20,888.00	\$104,440.00	\$17,600.00	\$88,000.00
15	Furnish & Install 36" x 6" Tee	2	EA	\$17,070.00	\$34,140.00	\$15,100.00	\$30,200.00
16	Furnish & Install 42" Cap	2	EA	\$11,747.00	\$23,494.00	\$13,200.00	\$26,400.00
17	Furnish & Install 36" Cap	2	EA	\$8,232.00	\$16,464.00	\$8,605.00	\$17,210.00
18	Furnish & Install 42"/36" Reducer	2	EA	\$34,335.00	\$68,670.00	\$32,900.00	\$65,800.00
19	Connection to existing 42" PCCP water main	1	EA	\$19,757.00	\$19,757.00	\$17,500.00	\$17,500.00
20	Furnish & Install 6" Hydrant Lead	85	LF	\$97.00	\$8,245.00	\$50.00	\$4,250.00
21	Furnish & Install Hydrant	5	EA	\$5,547.00	\$27,735.00	\$4,900.00	\$24,500.00
22	Furnish & Install 6" Gate Valve w/box	5	EA	\$1,938.00	\$9,690.00	\$1,900.00	\$9,500.00
23	Furnish & Install 8" Gate Valve w/box	1	EA	\$2,692.00	\$2,692.00	\$2,600.00	\$2,600.00
24	Furnish & Install 4' Standard MH/casting	1	EA	\$6,422.00	\$6,422.00	\$3,000.00	\$3,000.00
25	Furnish & Install Tracer Wire Valve Box Assembly	11	EA	\$712.00	\$7,832.00	\$800.00	\$8,800.00
26	Hydrant/Valve Removal - Natures Way	3	EA	\$2,110.00	\$6,330.00	\$1,300.00	\$3,900.00
27	Furnish & Install 4" Water Lateral	10	LF	\$155.00	\$1,550.00	\$50.00	\$500.00
28	Adjust Existing Water Service, size 2" or less	11	EA	\$4,315.00	\$47,465.00	\$1,700.00	\$18,700.00
29	Furnish & Install 4"/6" Sanitary Lateral	120	LF	\$170.00	\$20,400.00	\$50.00	\$6,000.00
30	Furnish & Install 4"/6" Sanitary 45 deg bend	22	EA	\$58.00	\$1,276.00	\$50.00	\$1,100.00
31	Remove & Replace Inlet, Reset casting	1	EA	\$2,838.00	\$2,838.00	\$325.00	\$325.00
32	Remove & Replace 30" Curb & Gutter	50	LF	\$45.00	\$2,250.00	\$49.00	\$2,450.00
33	Furnish & Install "D-M" Inlet Protection	44	EA	\$130.00	\$5,720.00	\$90.00	\$3,960.00
34	Furnish & Install Erosion Control Mat - Class I, Urban Type "A"	3500	SY	\$10.00	\$35,000.00	\$4.85	\$16,975.00
35	Furnish & Install Erosion Control Mat - Class II, Type "C" Organic	800	SY	\$12.75	\$10,200.00	\$7.95	\$6,360.00
36	Furnish, Install, & Maintain Amphibian Silt Fencing	3000	LF	\$2.25	\$6,750.00	\$2.00	\$6,000.00
37	Furnish, Install, & Maintain Silt Fencing	1600	LF	\$2.00	\$3,200.00	\$2.00	\$3,200.00
38	Furnish, Install, & Maintain 12" dia. Sediment Log - Class II	200	LF	\$10.00	\$2,000.00	\$9.00	\$1,800.00
39	Furnish & Maintain Dewatering	1	LS	\$97,000.00	\$97,000.00	\$14,014.00	\$14,014.00
40	Furnish & Install Tracking Pad	2	EA	\$2,500.00	\$5,000.00	\$800.00	\$1,600.00
41	Remove & Replace 9" Concrete Pavement (3 day HE)	1800	SY	\$89.15	\$160,470.00	\$89.00	\$160,200.00
42	Remove & Replace 4" HMA Asphalt	8100	SY	\$31.18	\$252,558.00	\$29.41	\$238,221.00
43	Sawcutting	21100	LF	\$2.50	\$52,750.00	\$2.40	\$50,640.00
44	Pavt Marking Epoxy, 4"	4200	LF	\$5.25	\$22,050.00	\$1.00	\$4,200.00
45	Pavt Marking Epoxy, 6"	50	LF	\$7.95	\$397.50	\$16.00	\$800.00
46	Pavt Marking Epoxy, 18"	15	LF	\$22.95	\$344.25	\$18.00	\$270.00
47	Pavt Marking Epoxy, Symbols	6	EA	\$195.00	\$1,170.00	\$300.00	\$1,800.00
48	Canadian National Insurance, Permitting, & Training	1	LS	\$59,100.00	\$59,100.00	\$7,357.00	\$7,357.00
49	Furnish & Maintain Traffic Control - Phase 1	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
50	Furnish & Maintain Traffic Control - Phase 2	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
51	Furnish & Maintain Traffic Control - Phase 3	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
52	Furnish & Maintain Traffic Control - Phase 4	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
53	Furnish & Maintain Traffic Control - Phase 5	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
54	Furnish & Maintain Traffic Control - Phase A	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
55	Furnish & Maintain Traffic Control - Phase B	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
56	Furnish & Maintain Traffic Control - Phase C	1	LS	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00
57	Removal of Contaminated Soil	100	CY	\$20.00	\$2,000.00	\$50.92	\$5,092.00

Base Bid Total:

\$5,271,378.75

\$5,358,187.75

Bid Tabulation

H-21 Redundant Raw Water Line

05/16/2022 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Dorner Inc.		Kruczek Construction Inc.	
				Unit Price	Item Total	Unit Price	Item Total
1	Furnish & Install 56" (i.d.) Steel Casing (Tunneled)	100	LF	\$2,664.00	\$266,400.00	\$1,500.00	\$150,000.00
2	Furnish & Install 36" Water Main	7655	LF	\$485.00	\$3,712,675.00	\$665.00	\$5,090,575.00
3	Furnish & Install 10" Water Main	35	LF	\$278.00	\$9,730.00	\$370.00	\$12,950.00
4	Furnish & Install 8" Water Main	40	LF	\$259.00	\$10,360.00	\$335.00	\$13,400.00
5	Furnish & Install 36" Butterfly Valve w/box	6	EA	\$42,728.00	\$256,368.00	\$46,500.00	\$279,000.00
6	Furnish & Install 42" dia., 90 degree bend	1	EA	\$14,014.00	\$14,014.00	\$17,500.00	\$17,500.00
7	Furnish & Install 36" dia., 90 degree bend	5	EA	\$10,484.00	\$52,420.00	\$19,000.00	\$95,000.00
8	Furnish & Install 36" dia., 45 degree bend	12	EA	\$7,207.00	\$86,484.00	\$23,000.00	\$276,000.00
9	Furnish & Install 36" dia., 22.5 degree bend	2	EA	\$5,693.00	\$11,386.00	\$12,500.00	\$25,000.00
10	Furnish & Install 36" dia., 11.25 degree bend	1	EA	\$5,693.00	\$5,693.00	\$12,500.00	\$12,500.00
11	Furnish & Install 10" , 45 degree bend	12	EA	\$934.00	\$11,208.00	\$1,500.00	\$18,000.00
12	Furnish & Install 8" , 45 degree bend	12	EA	\$618.00	\$7,416.00	\$1,200.00	\$14,400.00
13	Furnish & Install 4" - 45 degree bends	4	EA	\$347.00	\$1,388.00	\$600.00	\$2,400.00
14	Furnish & Install 36" x 36" Tee	5	EA	\$6,693.00	\$33,465.00	\$15,000.00	\$75,000.00
15	Furnish & Install 36" x 6" Tee	2	EA	\$6,374.00	\$12,748.00	\$12,000.00	\$24,000.00
16	Furnish & Install 42" Cap	2	EA	\$8,261.00	\$16,522.00	\$17,500.00	\$35,000.00
17	Furnish & Install 36" Cap	2	EA	\$8,197.00	\$16,394.00	\$17,400.00	\$34,800.00
18	Furnish & Install 42"/36" Reducer	2	EA	\$8,479.00	\$16,958.00	\$14,000.00	\$28,000.00
19	Connection to existing 42" PCCP water main	1	EA	\$13,392.00	\$13,392.00	\$22,000.00	\$22,000.00
20	Furnish & Install 6" Hydrant Lead	85	LF	\$148.00	\$12,580.00	\$160.00	\$13,600.00
21	Furnish & Install Hydrant	5	EA	\$6,369.00	\$31,845.00	\$6,500.00	\$32,500.00
22	Furnish & Install 6" Gate Valve w/box	5	EA	\$2,031.00	\$10,155.00	\$2,000.00	\$10,000.00
23	Furnish & Install 8" Gate Valve w/box	1	EA	\$2,818.00	\$2,818.00	\$3,000.00	\$3,000.00
24	Furnish & Install 4' Standard MH/casting	1	EA	\$6,787.00	\$6,787.00	\$7,500.00	\$7,500.00
25	Furnish & Install Tracer Wire Valve Box Assembly	11	EA	\$537.00	\$5,907.00	\$675.00	\$7,425.00
26	Hydrant/Valve Removal - Natures Way	3	EA	\$1,602.00	\$4,806.00	\$13,900.00	\$41,700.00
27	Furnish & Install 4" Water Lateral	10	LF	\$165.00	\$1,650.00	\$300.00	\$3,000.00
28	Adjust Existing Water Service, size 2" or less	11	EA	\$1,541.00	\$16,951.00	\$1,225.00	\$13,475.00
29	Furnish & Install 4"/6" Sanitary Lateral	120	LF	\$152.00	\$18,240.00	\$145.00	\$17,400.00
30	Furnish & Install 4"/6" Sanitary 45 deg bend	22	EA	\$134.00	\$2,948.00	\$125.00	\$2,750.00
31	Remove & Replace Inlet, Reset casting	1	EA	\$1,393.00	\$1,393.00	\$3,400.00	\$3,400.00
32	Remove & Replace 30" Curb & Gutter	50	LF	\$48.40	\$2,420.00	\$82.00	\$4,100.00
33	Furnish & Install "D-M" Inlet Protection	44	EA	\$140.00	\$6,160.00	\$100.00	\$4,400.00
34	Furnish & Install Erosion Control Mat - Class I, Urban Type "A"	3500	SY	\$10.80	\$37,800.00	\$4.00	\$14,000.00
35	Furnish & Install Erosion Control Mat - Class II, Type "C" Organic	800	SY	\$13.70	\$10,960.00	\$5.75	\$4,600.00
36	Furnish, Install, & Maintain Amphibian Silt Fencing	3000	LF	\$2.40	\$7,200.00	\$2.00	\$6,000.00
37	Furnish, Install, & Maintain Silt Fencing	1600	LF	\$2.20	\$3,520.00	\$2.00	\$3,200.00
38	Furnish, Install, & Maintain 12" dia. Sediment Log - Class II	200	LF	\$10.80	\$2,160.00	\$10.00	\$2,000.00
39	Furnish & Maintain Dewatering	1	LS	\$244,125.00	\$244,125.00	\$900,000.00	\$900,000.00
40	Furnish & Install Tracking Pad	2	EA	\$1,291.50	\$2,583.00	\$1,500.00	\$3,000.00
41	Remove & Replace 9" Concrete Pavement (3 day HE)	1800	SY	\$85.20	\$153,360.00	\$115.00	\$207,000.00
42	Remove & Replace 4" HMA Asphalt	8100	SY	\$30.10	\$243,810.00	\$23.50	\$190,350.00
43	Sawcutting	21100	LF	\$2.40	\$50,640.00	\$3.50	\$73,850.00
44	Pavt Marking Epoxy, 4"	4200	LF	\$1.10	\$4,620.00	\$0.25	\$1,050.00
45	Pavt Marking Epoxy, 6"	50	LF	\$17.20	\$860.00	\$10.00	\$500.00
46	Pavt Marking Epoxy, 18"	15	LF	\$19.40	\$291.00	\$125.00	\$1,875.00
47	Pavt Marking Epoxy, Symbols	6	EA	\$323.00	\$1,938.00	\$200.00	\$1,200.00
48	Canadian National Insurance, Permitting, & Training	1	LS	\$6,615.00	\$6,615.00	\$31,577.77	\$31,577.77
49	Furnish & Maintain Traffic Control - Phase 1	1	LS	\$3,444.00	\$3,444.00	\$7,500.00	\$7,500.00
50	Furnish & Maintain Traffic Control - Phase 2	1	LS	\$4,843.00	\$4,843.00	\$4,500.00	\$4,500.00
51	Furnish & Maintain Traffic Control - Phase 3	1	LS	\$4,843.00	\$4,843.00	\$5,000.00	\$5,000.00
52	Furnish & Maintain Traffic Control - Phase 4	1	LS	\$5,327.00	\$5,327.00	\$7,300.00	\$7,300.00
53	Furnish & Maintain Traffic Control - Phase 5	1	LS	\$2,744.00	\$2,744.00	\$5,000.00	\$5,000.00
54	Furnish & Maintain Traffic Control - Phase A	1	LS	\$4,251.00	\$4,251.00	\$2,500.00	\$2,500.00
55	Furnish & Maintain Traffic Control - Phase B	1	LS	\$3,175.00	\$3,175.00	\$1,800.00	\$1,800.00
56	Furnish & Maintain Traffic Control - Phase C	1	LS	\$5,946.00	\$5,946.00	\$4,200.00	\$4,200.00
57	Removal of Contaminated Soil	100	CY	\$35.00	\$3,500.00	\$100.00	\$10,000.00

Base Bid Total:

\$5,488,236.00

\$7,877,777.77

CONTRACT AMENDMENT & CHANGE ORDERChange Order No. 3Date 05/19/22Contract No. 133-21 for the following public work : Unit U-21, Apple Creek Ct & Plamann Park S&W Constructionbetween Superior Sewer & Water 1801 Deer Trail Ct, Luxemburg, WI 54217
(Contractor Name) (Contractor Address)and the City of Appleton dated: 20-Oct-21 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5431.690803</u>	<u>\$2,823,201.08</u>	<u>\$20,845.73</u>	<u>\$37,494.48</u>		<u>\$2,860,695.56</u>	<u>\$20,845.73</u>
2	<u>53206730.680905</u>	<u>\$1,134,709.72</u>	<u>\$18,044.77</u>	<u>\$26,798.73</u>		<u>\$1,161,508.45</u>	<u>\$18,044.77</u>
3	<u>5230.6809.4</u>	<u>\$1,540.00</u>	<u>\$839.50</u>			<u>\$1,540.00</u>	<u>\$839.50</u>
4							
5							
6							
7							
8							
9							
10							
Total		<u>\$3,959,450.80</u>	<u>\$39,730.00</u>	<u>\$64,293.21</u>	<u>\$0.00</u>	<u>\$4,023,744.01</u>	<u>\$39,730.00</u>

Reason for Change: * Extra Tree Removal: Needed more clearance to install sanitary main & water main. Bid for estimated 400 inch dia. at \$31/inch. Actual was 2,134 inch dia.
(\$53,597.45 split between sanitary and water)* Extra gravel backfill needed at Pop Warner lot: location of sanitary lateral was changed. (\$10,695.76)Funding for this contract amendment will be through approved 2022 "Plamann Park Phase II" budget allocations.The Contract Time will be (increased / decreased / unchanged) by this Change Order: 0 DaysThe Date of Completion as of the date of this Change Order therefore is: 16-Jun-22Finance Committee Agenda Date: 05/23/22Date approved by Council: 06/01/22



MEMORANDUM

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

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: May 25, 2022
RE: Final Award Recommendations for 2022 Community Development Block Grant Funding

The City of Appleton CDBG HUD award was recently announced, with the City of Appleton allocated \$565,880 for the 2022 program year. This is 4.5% lower than the 2021 allocation, and \$33,830 lower than the anticipated allocation (\$599,710).

The 2022 preliminary awards were approved in November 2021, totaling the \$599,710 (City programs and sub recipients combined).

Staff recommends the following reduction of \$33,830 as follows:

Reduce the Appleton Housing Authority's Award by \$33,830 for Final Award of \$41,170.

Due to staffing turnover and an extremely difficult housing market, the Appleton Housing Authority (AHA) has been unable to spend down any portion of the 2021 allocation, to date. In addition, in February 2022, AHA requested the reallocation of their remaining 2020 award - \$42,824.66 - to Rebuilding Together Fox Valley, due to the limitations mentioned previously.

The reduction of this allocation will allow the total outstanding funds to be utilized in a timely manner by the end of the 2022 program year (March 31, 2023), while still providing ample funding between the two program years (\$116,170 in total available).

The following attachments are provided for additional information for this action item.

Attached Documents:

- 1.) CEDC Memo Requesting Reallocation of AHA 2020PY Award
- 2.) Executive Summary of Award Recommendations for 2022 CDBG Program Year
- 3.) Simple Summary of Award Recommendations for 2022 CDBG Program Year

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!



MEMORANDUM

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

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: February 9, 2022

RE: Amendment to Appleton Housing Authority 2020 Allocation

On January 4, 2022, City staff received notification from the Appleton Housing Authority (AHA) seeking to reallocate their remaining balance of \$42,824.66 from the 2020 program year to another agency and eligible activity. This remaining balance was unspent funding originally allocated for the purposes of AHA's First Time Homebuyer Program.

Due to a significant amount of loan payoffs, as well as a vacancy in their Homebuyer Program Manager role for an extensive period, the AHA had originally requested program year extensions, expiring December 31, 2021, in an effort to spend the funds down.

Staff recommends reallocating the balance of \$42,824.66 to Rebuilding Together Fox Valley (RTFV). RTFV's homeowner rehabilitation program is a similar housing activity to AHA's, which has been consistently funded since 2017. Staff of RTFV has expressed interest in these funds, as they have already spent down their 2020 and 2021 allocations (\$200,000 total) and have additional housing projects that could be expedited with this reallocation.

Staff Recommendation:

The reallocation of Appleton Housing Authority's 2020PY \$42,824.66 to Rebuilding Together Fox Valley's 2021PY SubAgreement for homeowner rehabilitation **BE APPROVED**.

The following attachments are provided for additional information for this action item.

Attached Documents:

- 1.) Email from Appleton Housing Authority staff requesting reallocation of unspent balance from 2020PY.
- 2.) Draft amendment to RTFV's 2021PY SubAgreement, increasing their allocation to a total of \$142,824.66.

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!

**Community Partner Application AWARD RECOMMENDATIONS
for the 2022 CDBG Program Year**

NON-PUBLIC SERVICE	PROJECT ACTIVITY	PROJECTED OUTPUT	FUNDS WILL BE USED TO...	AMOUNT PREVIOUSLY APPROVED	CDBG ADVISORY BOARD \$ REC
Apricity, Inc (DBA Mooring Programs	public facility	Rehabilitation of 5 Mooring Program houses & the main facility	Rehabilitation of 5 program houses & main facility	\$ 66,231	\$ 66,231
B.A.B.E.S., Inc Child Abuse Prevention Programs- Priority #1 Project	public facility	acquisition of new public facility	acquisition of new public facility building	\$ -	\$ -
B.A.B.E.S., Inc Child Abuse Prevention Programs- Priority #2 Project	public facility	renovation of public facility	renovation of current public facility building	\$ -	\$ -
Fox Valley Lutheran Homes	housing	rehabilitation of senior housing facility	replacement of 72 windows & 42 patio doors to senior community housing facility	\$ -	\$ -
Greater Fox Cities Area Habitat for Humanity	housing	2 properties rehabilitated and sold to qualified homebuyers	acquire 2 properties to do full house rehabilitation and then sell to qualified low or moderate income homebuyers	\$ 120,000	\$ 120,000
Pillars, Inc.	housing	rehabilitation of door security	affordable housing door security improvements	\$ -	\$ -
Rebuilding Together Fox Valley- Priority #1 Project	housing	rehabilitation of 10 units	Community Revitalization Partnership project to the West Appleton neighborhood	\$ 80,000	\$ 80,000
Rebuilding Together Fox Valley- Priority #2 Project	housing	rehabilitation of 5 units	offer additional modifications & repairs beyond CRP (above)	\$ -	\$ -
				\$ 266,231.00	\$ 266,231.00
PUBLIC SERVICE	PROJECT ACTIVITY	PROJECTED OUTPUT	FUNDS WILL BE USED TO...	AMOUNT PREVIOUSLY APPROVED	CDBG ADVISORY BOARD \$ REC
Harbor House DV Shelter Program	public service	500 persons served	fund salaries & fringes for shelter case managers & advocates	\$ 25,000	\$ 25,000
LEAVEN, Inc	public service	188 households served	provide rental assistance to those at risk of homelessness through the Emergency Assistance Program	\$ 30,000	\$ 30,000
				\$55,000.00	\$55,000.00

**City Programs/Appleton Housing Authority/Administration
(previously approved)**

\$244,649.00

CDBG Advisory Board Recommendations

\$321,231.00

\$565,880

AWARD RECOMMENDATIONS FOR 2022 CDBG PROGRAM YEAR

	Awarded	Revised
City Programs/Appleton Housing Authority/Administration		
City of Appleton Homeowner Rehabilitation Loan Program	\$ 120,000	\$ 120,000
Fair Housing Services	\$ 25,000	\$ 25,000
Appleton Housing Authority	\$ 75,000	\$ 41,170
CDBG Program Administration Costs	\$ 58,479	\$ 58,479
Non-Public Service		
Greater Fox Cities Habitat for Humanity	\$ 120,000	\$ 120,000
Rebuilding Together Fox Valley	\$ 80,000	\$ 80,000
The Mooring Programs	\$ 66,231	\$ 66,231
Public Service		
Harbor House	\$ 25,000	\$ 25,000
LEAVEN, Inc.	\$ 30,000	\$ 30,000
TOTAL	\$ 599,710	\$ 565,880



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Human Resources/Information Technology Committee and Appleton Common Council

FROM: Karen Harkness, Community & Economic Development Director

DATE: May 20, 2022

RE: Request approval of over-hire for City Assessor position

The City of Appleton City Assessor has provided notice of retirement effective the middle of August 2022.

This position is critical to the organization and works independently on many processes related to assessment and keeping property values current. Other priorities include Tax Increment Financing District data and reporting, project evaluation for new and redevelopment projects, and many other task and responsibilities including supervision of a professional assessment staff of five.

The incumbent has 18 years of experience in this position and holds a wealth of knowledge. For a successful transition to the position's successor, I believe the City of Appleton would benefit from having the incumbent provide valuable training over a three-week period with an over-hire.

The hiring process is currently open, and we hope to have someone hired by early June 2022.

The cost for this over-hire is expected to be approximately \$7,500. This additional cost can be absorbed within the current 2022 Community & Economic Development Department budget.

Thank you for your consideration of this request. If you should have any questions or would like to discuss this further, feel free to contact me at 920-832-6408 or email

karen.harkness@appleton.org.



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

TO: Human Resources/Information Technology Committee, and Common Council
FROM: Jeri Ohman, Finance Director
DATE: May 25, 2022
RE: Request Approval of Over Hire for Payroll Coordinator

The City of Appleton Payroll Coordinator has provided notice of retirement effective September 2, 2022. This position has been performed by the incumbent for over 20 years.

This position is critical to the organization and works independently on bi-weekly payroll processing, payments related to payroll withholdings, and monthly/quarterly/annual reporting requirements. It is responsible for knowing and applying federal and state regulations pertaining to payroll. This position is also responsible for maintaining the payroll module of Tyler Munis.

In order for us to have a successful transition, I believe the City would benefit from having the incumbent provide training over a six week period. This would allow for three pay periods and one monthly reporting period during the over hire timeframe.

The hiring process has started and our hope is to have a successor start on July 25, 2022. The financial impact is expected to be approximately \$9,000. This cost can be absorbed within the current 2022 Finance Department budget.

Thank you for your consideration of this request. Please feel free to contact me if you have questions.



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

TO: Human Resources/Information Technology Committee, and Common Council
FROM: Jeri Ohman, Finance Director
DATE: May 25, 2022
RE: Request Approval of Over Hire for Purchasing Manager

The City of Appleton Purchasing Manager has provided notice of retirement effective August 5, 2022. This position has been performed by the incumbent for 20 years.

This position is responsible for managing centralized purchasing and the procurement card program for the City, including monitoring compliance with established policies and procedures. This position also assists departments with contract and procurement-related questions.

In order for us to have a successful transition, I believe the City would benefit from having the incumbent provide training over a three week period. This would allow time to train on the different aspects of the position, as well as transfer knowledge of current issues.

The hiring process has started and our hope is to have a successor start on July 18, 2022. The financial impact is expected to be approximately \$5,000. This cost can be absorbed within the current 2022 Finance Department budget.

Thank you for your consideration of this request. Please feel free to contact me if you have questions.



"...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: Fox Cities Transit Commission

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

DATE: 5/24/2022

RE: Action Item: Award the Design Contract for the "2022 Transit Center Needs Assessment and Master Plan" to LHB Corporation in the amount of \$163,043.75 plus a 10% contingency of \$16,305 for a total not to exceed a project design cost of \$179,348.75.

PROJECT

The 2022 Valley Transit budget has allocated monies to perform a needs assessment and create a master plan for the Transit Center facility all in accordance with all Federal Transit Administration Guidelines. This Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project. This memo addresses selecting a consultant to perform a needs assessment and create a Master Plan for the Transit Center Joint Development Facility Project.

BACKGROUND

Located at 100 E. Washington Street, the existing site is appropriately located in downtown Appleton and consists of approximately one acre. Existing improvements include bus parking and the Transit Center facility. The Transit Center facility was constructed in 1989 and is approximately 5,700 square feet. This project will incorporate a new Transit Center with improved services and safety, and a public and private development featuring a mix of commercial and residential uses, public open spaces which are thoughtfully integrated and serve a diverse group of people working, living, and visiting downtown.

We have requested proposals from professional firms to perform a needs analysis and master planning for a new Transit Center Joint Development project. This needs analysis and master plan will be the basis used to obtain federal funding for a new multi-modal Transit Center and commercial/residential mixed-use development facility.

RFP PROCESS:

The request for proposal was distributed via Vendornet and published on the City of Appleton's website to potential consulting firms. Representatives from six firms attended a pre-proposal meeting where the project was defined along with the project scope. Only two firms who attended the pre-proposal meeting submitted proposals. The proposals were reviewed and scored by PRFMD, Community Development, and Valley Transit staff. The following table identifies the engineering firms along with their proposal score:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS
LHB	1110
Bowen	990

The evaluation team completed their review and scoring of the submitted proposals based on the Brooks Act. The Brooks Act is a federal requirement that professional services be awarded to be best qualified firm. The evaluation team then conducted interviews for both LHB and Bowen. The evaluation team found that LHB was the most qualified firm. After LHB was chosen based on qualifications, the evaluation team reviewed the cost proposal and found it to be reasonable based on earlier project estimates and prior awards for similar services.

The evaluation team then completed a reference check to ensure LHB was the right choice for Valley Transit, Community Development, and PRFMD for both quality of work and cost. The reference check demonstrated that LHB is a responsible firm that will provide a quality product at a fair price.

RECOMMENDATION

Award the Design Contract for the “2022 Transit Center Needs Assessment and Master Plan” to LHB Corporation in the amount of \$163,043.75 plus a 10% contingency of \$16,305 for a total not to exceed a project design cost of \$179,348.75.

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

TITLE VI PROGRAM

2022-2025



Title VI Program

Valley Transit – Appleton, WI

Adopted on: _____

Adopted by: Fox Cities Transit Commission

**FCTC minutes attached*

This policy is hereby adopted and signed by:

Valley Transit

Executive Name/Title: Ron McDonald, General Manager

Executive Signature: _____

Policy Statement

Valley Transit as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

Valley Transit's Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description
9. Facility Location Equity Analysis
10. Fixed Route Service Standards
11. Fixed Route Service Policies

Note: Additional materials will be attached, if required.

Policy Updates – Activity Log

Valley Transit will review its policy at least once a year to determine if modifications are necessary. Modifications are noted in the log below.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks

Evidence of Policy Approval

Fox Cities Transit Commission approval of this Title VI Program are found in applicable meeting minutes at the end of this document.

Title VI Notice to the Public

Valley Transit's Notice to the Public is included below:

Notifying the Public of Rights Under Title VI

VALLEY TRANSIT

- ✓ Valley Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Valley Transit.
- ✓ For more information on Valley Transit's civil rights program, and the procedures to file a complaint, contact 920-832-5800, TTY Relay 7-1-1, email valley.transit@appleton.com; or visit our administrative office at 801 S. Whitman Avenue, Appleton, WI 54914. For more information, visit www.myvalleytransit.com
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-832-5800.

Valley Transit's Title VI notice is posted in the following locations:

- ✓ Agency website www.myvalleytransit.com
- ✓ Public area of Administrative Office
- ✓ Inside vehicles
- ✓ Rider Guide and Schedule
- ✓ Downtown Transit Center

Title VI Complaint Procedure

Valley Transit's Title VI Complaint Procedure is made available in the following locations:

- ✓ Website
 - ✓ Hard copy in Administrative Office and Downtown Appleton Transit Center
-

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Valley Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

Valley Transit investigates complaints received no more than 180 calendar days after the alleged incident. Valley Transit will process complaints that are complete.

Once the complaint is received, Valley Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Valley Transit has five (5) calendar days to investigate the complaint. If more information is needed to resolve the case, Valley Transit may contact the complainant.

The complainant has ten (10) calendar days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within thirty (30) calendar days, Valley Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 180 calendar days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 920-832-5800.

Title VI Complaint Form

Valley Transit's Title VI Complaint Procedure is made available in the following locations:

- ✓ Agency website
- ✓ Hard copy in the Administrative Office and Downtown Appleton Transit Center

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V				

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.
Signature and date required below:

Signature Date

NOTE: COMPLAINT WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.

Valley Transit's Title VI Officer will investigate all complaints. At the conclusion of our investigation, we will send a letter of finding to the complainant. If our investigation determines that we were not in violation of Title VI, our letter will explain why we were in compliance. If it is determined that there was a violation of Title VI, our letter will document the violation and the action that Valley Transit will take to become compliant.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with Valley Transit or the Federal Transit Administration.

Please submit this form in person at the address below, or mail this form to:

**Valley Transit Title VI Coordinator
801 S. Whitman Avenue
Appleton, WI 54914**

List of Transit Related Title VI Investigations, Complaints and Lawsuits

Valley Transit maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

☒ There have been no investigations, complaint and/or lawsuits filed against us during the report period.

☐ There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Process

An ongoing forum for public participation is offered during every Fox Cities Transit Commission (FCTC) public meeting. The FCTC is scheduled to meet two times each month and time is provided for public participation on agenda items at each meeting. FCTC meetings are held during the operating hours of Valley Transit services to improve access for the public. The meeting location is the City of Appleton City Hall, which is located one block south of Valley Transit's downtown transit center.

Proposed fare and service changes are announced to the public by the means described in this section, and public input is solicited far enough in advance for Valley Transit to consider the comments and make revisions based on the comments. Valley Transit's Public Participation Policy is posted on its website as a resource to help community members understand how to submit comments and when they are considered by the FCTC commissioners prior to finalizing decisions. Public meetings are noticed in the local newspaper and other forums for service and fare changes as described in Public Participation Policy. Individuals and organizations can request notification of future meetings. An archive of agendas and meeting minutes are posted via a link on Valley Transit's website.

Beyond monthly FCTC meetings, several other methods are used to communicate with riders. Valley Transit Route Map/Rider Guide is a printed map with guidance for using services and includes information on how to contact Valley Transit, as well as the web address and social media options. Each year, 30,000 route maps are printed and distributed throughout the community. Maps are available at several key destinations in the Fox Cities, on all transit vehicles and at the main office. Valley Transit also publishes brochures that describe specific programs and policies. These materials are available to riders at the main office (801 S Whitman Ave), downtown transit center, website (PDF), and are distributed to local agencies. These printed materials are mailed upon request at no cost.

Valley Transit's downtown transit center, located at 100 Washington Street, provides another communication avenue with riders. The transit center facility has a staffed customer service window. When no staff are available, a courtesy phone is available to speak with staff. The transit center has three digital monitors and other displays containing travel information, notices to the public, contact information, and other announcements or resources applicable to the service. The transit center is centrally located in the service area and many routes pulse into the center for transfers between routes.

Each Valley Transit bus contains an info display area, brochure holders and interior ad space along the entire interior. Maps, brochures, flyers and notices are placed on buses for display to riders.

Valley Transit's website (www.myvalleytransit.com), Twitter page and Facebook page also provide information to the public. The website content includes information on bus trip planning, demand response programs, fares, contact info, board meeting agendas and minutes, detours, news/blog and more. Public input is welcomed via the website and visitors are provided several options for contacting Valley Transit (fax, mail, email, web comment form or phone). The website is designed to be accessible, clear and easy to use. A website plug-in called accessiBe is used to provide state of the art features to

enable a wider range of visitors with the tools and adjustments need to view the content. The website also utilizes Google Translate to provide language options beyond English.

Valley Transit maintains a rider app that provides real-time bus location, rider announcements and other information useful to riders or the general public.

Valley Transit's planning process (Transit Development Plan - TDP) contains its own Public Participation Plan. The PPP is developed and managed by our Metropolitan Planning Organization (MPO) and identifies outreach efforts and public involvement opportunities. Techniques used to gain input from minority and LEP populations include involving stakeholders in the steering committee. This also helps to disseminate information to populations that can be hard to reach. The MPO uses public notices in appropriate non-English languages and maintains contacts with local translators. TDP meetings are held at different locations that are accessible and reasonably welcoming to all residents. Our most recent TDP steering committee was made up of organizations and advocacy groups that represented a variety of community interests. The participant list included county health and human services staff, Valley Packaging Inc., ESTHER (faith-based org), Wisconsin Department of Workforce Development, Making the Ride Happen (non-profit), Casa Hispana, Appleton School District, World Relief, Partnership Community Health Center (non-profit), Fox Valley Tech College, Fox Cities Chamber, United Way and Hmong American Partnership.

The TDP process occurs every 5 years. The results of the TDP drive Valley Transit major planning and policy decisions, so we place added effort to engage public participation during this critical process. Valley Transit will continue to work with our MPO to develop and implement public engagement techniques for each planning process.

Valley Transit's ongoing public outreach efforts to engage the entire community, including minority and LEP populations, are led by our mobility manager. This position is tasked with partnering with community-based organizations, participating in community events/meetings and many other forms of continuous outreach. Evidence of outreach efforts is found in the table under 'Public Outreach Activities' later in this document. Valley Transit' travel trainer position also plays a role in community outreach by participating in events/meetings and providing travel training resources to individuals and organizations across the Fox Cities. This direct staff contact with individuals and groups invites active participation and communication of transit issues.

Strategies and Desired Outcomes

To promote inclusive public participation, Valley Transit will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent, and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide food during meetings, if possible
- ✓ Use social media in addition to other resources to gain public involvement

- ✓ Direct participation in local groups and efforts to improve communication with hard-to-reach populations
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

Valley Transit maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, Valley Transit reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by Valley Transit & ECWRPC are summarized in the table below. Efforts include *meetings, surveys, focus groups, attendance at community events, etc.*

Event Date	Valley Transit Staffer(s)	Event	Date Publicized and Communication Method	Outreach Method	Notes
9/7/19	ECWRPC Staff	Latinofest	Event Promotion	Booth at Event	TDP input
9/23/19	ECWRPC Staff	Booth at Appleton Public Library	Posters, handouts & social media	Booth	TDP input
9/28/19	ECWRPC Staff	City of Neenah Farmer's Market	Event Promotion	Booth	TDP input
11/15/19	ECWRPC Staff	City of Kaukauna Open House	City Website	Booth	TDP input
11/18/19	ECWRPC Staff	City of Grand Chute Open House	City Website	Booth	TDP input
Monthly	VT Mang. Team	Fox Cities Transit Commission	Published on website 4 days prior to meeting	Meeting	2 nd or 4 th Tuesday
2019-2022	VT MM	World Relief	Frequently	Meetings and Travel Training Partners	Refugee needs for Transportation, Group trainings, volunteer training, PITT Crew
2019	VT MM	Leaven/SVDP/Partnership Community Health		Experience/exposure to the bus	Key organizations serving Latinex communities and partners for VT
2019	VT MM	Hispanic/Latino Transportation Meeting at Leaven		Meeting	
2020	VT MM	Fox Valley Literacy Council Staff Presentation		Meeting	Assisting minority populations with reading, communicating, translating, etc...
2019/2020/2021	VT MM & TT	Hispanic Interagency Meetings	Monthly	Meeting	Member
2020/2021	VT MM	Access Committee - Serving Minorities	Weekly through COVID	Meeting	Member
2020	VT MM	Community Solutions Team	Weekly through COVID	Meeting	Partnership formed by ThedaCare, United Way and Community Foundation

2021/2022	VT MM	Tricounty Multicultural Meeting	Monthly	Meeting	formed to improve urgent/timely communications to diverse populations
2020/2021/2022	VT MM	Access Committee - Equitable Communications	Monthly	Meeting	
2021/2022	VT MM	Red Shoes Multicultural Committee Planning meeting	Monthly	Meeting	
2021	VT MM	Racial Equity Discussion		Meeting	Networking to understand BIPOC communities
2021	VT MM	APTA Diversity & Inclusion Committee Meeting		Meeting	
2020/2021	VT MM	Imagine Fox Cities Belonging Committee	Monthly	Meeting	Member
2021	VT MM	CORE GARE Meeting/Equitable Transportation Workgroup	Monthly		
2021	VT MM	Transit Talk - WACMAA		Meetings (3)	Hmong Elder Transportation Solutions
2021	VT MM	Panelist for Racial Equity in the Workplace		Presenter	Hosted by POINTTERS, Inc.
2019/2021/2022	VT MM	SHRM - Diversity & Inclusion in the Workplace Event	Monthly	Member	Valley Transit's partnership with HR Professionals who are seeking transportation for employee attraction and retention
2021/2022	VT MM	Connecting Communities		Meeting	establish relationships in the Hmong Community
2021	VT MM	ABC Staffing/FVTC		Meeting	Connecting the Hmong Community to FVTC for Hmong students connection to employment opportunities
2021	VT MM	UW-Fox Valley		Meeting	Kings Education through UW-Fox Valley who host international students
2021	VT MM	People of Progression/Harbor House		Meeting	
2021	VT MM & TT	FVTC International Student Presentation		Presentation	Class of International Students at FVTC
2021	VT MM & TT	Harbor House Advocate Training w/Hmong Advocate on staff		Meeting/Experience	Ride the bus/transit center tour
2021	VT MM & TT	Even Start Intro and tour		Meeting	
2021/2022	VT MM & TT	FVTC International Student Bus Training		Presentation/Experiences (3)	Presented to classes of International Students at FVTC and rode the bus to transit center for a tour
2021	VT MM & TT	Winnebago County Diversity Affairs		Meeting	
2021/2022	VT MM & TT	Even Start Presentation and role play		Presentation/Role-play	Students at Even Start are unable to leave the property, so we offered a role-play on "How to ride the bus"

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, Valley Transit is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Valley Transit's Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, Valley Transit has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP *Four Factor Analysis*

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires Valley Transit to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census and American Community Survey (ACS) Data²

Valley Transit did the following:

1. Inserted county LEP data in the Title VI plan.
2. Analyzed the LEP demographic data for Valley Transit's program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English. All data was provided by ECWRPC using the US Census Bureau website as the source.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less of

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

² <https://www.census.gov/programs-surveys/acs>

the population to be served) Valley Transit must provide translation of vital documents in written format for the non-English users.

- ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public, Title VI Complaint Procedure, Title VI Complaint Form, and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which Valley Transit staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. Valley Transit staff persons use all available resources to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how Valley Transit's program and services impact the lives of persons within the community. Valley Transit will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the methods Valley Transit uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis*, Valley Transit addresses the following elements:

- A description of how language assistance services are provided by language
 - A description of how LEP persons are informed of the availability of language assistance service
 - A description of how the language assistance plan is monitored and updated
 - A description of how employees are trained to provide language assistance to LEP persons
- And, any additional information deemed necessary.*

Valley Transit – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis <i>(including a description of the LEP population(s) served)</i>
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Factor 1 – Demography

The US Census Bureau – American Community Survey (2015-2019) reports there are numerous languages spoken in Calumet, Outagamie and Winnebago Counties. Some of these languages include Spanish, Indo-European languages, Asian and Pacific Islander languages, and other languages. After English, the second largest language group is Spanish followed by Asian and Pacific Islander languages.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), Valley Transit must provide an appropriate level of assistance for qualifying LEP groups.

In Valley Transit’s tri-county area (Calumet, Outagamie and Winnebago Counties), 10,871 persons (3%) have identified themselves as Spanish speaking and “speaks English less than well”; 8,408 persons (2%) have identified themselves as Asian & Pacific Islander (including Hmong) speaking and “speaks English less than well.”

The 5% threshold was not met for Spanish or Asian population groups in the tri-county area. However, both groups have more than 1,000 individuals.

Factor 2 – Frequency

Valley Transit with assistance from our service contractors tracks the number of encounters with LEP persons and considers adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of Valley Transit’s programs and services.

Valley Transit’s log of LEP interactions and assistance provided to individuals is used to ensure resources are available to address needs. Over the last 3 years, we have worked with thirty LEP persons by providing support or direct travel training sessions. Over 60% of these LEP interactions speak Spanish. The remaining interactions involve infrequent contact with Swahili, Kinyarwanda and Dari. These interactions primarily result from refugee placements in the area by World Relief.

Factor 3 – Importance

Valley Transit understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A network of community support and an accessible transportation system is a key link to connecting LEP persons to these essential services.

Valley Transit continually identifies the activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. Valley Transit will continue to work with the community coalitions to determine how to overcome barriers to accessing these items.

Factor 4 – Resources and Costs

Even though Valley Transit does not have a separate budget for LEP outreach, Valley Transit works to implement low-cost methods to reach LEP persons. This includes interpretation services, translation of some written materials and outreach activities focused on reaching LEP persons.

Valley Transit conducts outreach activities by working with community ethnic organizations/coalitions and the City of Appleton's Diversity Coordinator who manages all contracts and communications as they relate to interpreter services.

Valley Transit employs a mobility manager and travel trainer. These positions represent a significant investment and provide direct support to any community member that needs transportation service. Both positions routinely participate with organizations that represent LEP persons and provide one-on-one travel training assistance to community members, including LEP persons. Our travel trainer is bilingual (Spanish) and since most of our LEP encounters are Spanish speaking individuals, Valley Transit can resolve each case quickly to provide the assistance needed. Infrequent encounters with various other languages are handled with interpretation services and supported by our travel trainer when bus or other Valley Transit service is needed.

Valley Transit experiences a low frequency of LEP encounters. Valley Transit had previously translated and printed rider's guides and other materials for Spanish populations. Due to low demand/usage, this was discontinued. The printing and distribution costs made it difficult to justify continued reprints to keep the information up to date. Fox Valley Technical College, a major resource in the region for teaching English as a second language, recommended focusing on simple or basic English in written materials vs. translation to another language. Valley Transit will continue to review this area to determine if a greater need exists that would warrant a different approach. Based on continual outreach, LEP encounters and previous experience, Valley Transit has determined that translation of written documents is not warranted and reliance upon other resources is a better option. If requests for translation of written materials increases significantly, Valley Transit will reconsider translation and printing of written documents.

We have found that participation in the network of organizations that work with LEP persons is a much better investment for limited resources. Our community has several programs and coalitions that work towards supporting LEP individuals.

For planning outreach, Valley Transit's MPO, East Central Wisconsin Regional Planning Commission (ECWRPC), will also continually assess this area to determine how they can support Valley Transit for transportation-related planning. ECWRPC has an additional focus on public outreach and inclusivity as it relates to regional transportation planning.

Description of how Language Assistance Services are Provided, by Language

- ✓ Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- ✓ When Valley Transit sponsors an event, have a staff person greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Attendees at FCTC meetings are greeted to learn if support is needed.
- ✓ Vehicle operators, travel trainer, dispatchers and other front-line staff are provided opportunities to share their experience concerning any contacts with LEP persons to ensure resources are provided.
- ✓ Front-line staff that carry issued cell phones with the Google Translate App downloaded. This app allows users to enter text or use voice to translate between multiple languages. Service also available on PCs at main office and downtown transit center. Drivers that need support radio for supervisor support at transit center or where appropriate.
- ✓ Travel Trainer position is bi-lingual (English & Spanish), which is an in-house resource for Spanish language assistance.

- ✓ Contracted interpretation services are used by support and travel trainer.

Description of how LEP Persons are Informed of the Availability of Language Assistance Service

Valley Transit does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Individualized travel training is provided with contracted interpretation services
- ✓ Partnering agencies with Valley Transit help inform their constituents of transit services and how to reach out to Valley Transit for more information
- ✓ The Valley Transit website uses the “Google Translate” translation service. This service allows users to translate any, or all, parts of the website into their native language. Additional accessibility is provided by accessiBe plug-in service.
- ✓ Utilize pictograms and other symbols on travel cards to assist LEP persons with bus route information.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/spanish.html> and <http://www.wisconsinrelay.com/>
- ✓ ECWRPC conducts many ongoing events and outreach efforts that include the topic of public transportation in the Fox Cities region. ECWRPC specializes in gathering public input from all groups, including LEP persons. As ECWRPC encounters LEP persons, they connect them with the appropriate language assistance service and discuss lessons-learned in this area with Valley Transit.

Description of how the Language Assistance Plan is Monitored and Updated

Valley Transit reviews its plan on an annual basis or more frequently as needed. Valley Transit will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

Valley Transit meets with contracted service providers on an annual basis to ensure the Title VI requirements are met on an annual basis to ensure the Title VI requirements are met. Valley Transit partners with East Central Wisconsin Regional Planning Commission (ECWRPC) to support applicable subrecipients in developing/updating a Title VI Program and compliance with requirements. WisDOT has provided subrecipients statewide with a Title VI Program template to help ensure all required elements are contained within the plan. To monitor compliance, Valley Transit meets with subrecipients quarterly, works with ECWRPC to schedule plan updates and forwards subrecipient Title VI information to the FTA, when requested.

ECWRPC assists Valley Transit with development of this plan and updates when needed.

Description of how Employees are Trained to Provide Language Assistance to LEP Persons

Each year, Valley Transit will review the principles of Title VI and Valley Transit’s Language Assistance Plan with its employees. Valley Transit will ensure that our contracted service providers also educate their staff on Title VI requirements, and specifically LEP provisions.

The following training will be provided:

- ✓ Information on the Valley Transit Title VI Program and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Documentation of language assistance requests.
- ✓ How to handle a potential Title VI complaint.

If a driver, dispatcher or other team member needs further assistance related to LEP individuals, the Valley Transit management team will identify strategies to meet the language needs of the participants of the program or service.

Valley Transit has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with Valley Transit to ensure the individual receives access to the transportation service.

Valley Transit drivers and staff contact supervisor(s) on duty for assistance with LEP persons. If possible, the Google Translate App is used. If further assistance is needed, supervisor will contact our Mobility Manager or Travel Trainer positions to assist the LEP person with appropriate support.

As part of the annual site visit process, Valley Transit will discuss updates to the Language Assistance Plan with its subrecipients and contracted service providers.

Minority Representation Information

A. Minority Representation Table³

The table below depicts Valley Transit’s non-elected commissioners on the Fox Cities Transit Commission (FCTC). *Note: Percentages do not add up to 100%, because “Hispanic” is an ethnicity, not a race.*

County/ Body	White Alone	Black or African American Alone	American Indian and Alaskan Native Alone	Asian, Native Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races	Hispanic
Calumet County	88.7%	0.8%	0.5%	2.5%	2.9%	4.6%	5.4%
Outagamie County	86.0%	1.6%	1.6%	3.6%	2.0%	5.3%	4.9%
Winnebago County	86.2%	3.0%	0.7%	3.3%	1.8%	5.1%	4.8%
FCTC*	46%	0%	0%	15%	0%	0%	0%

*39% did not respond to data request

B. Efforts to Encourage Minority Participation

Valley Transit understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As vacancies on boards, committees and councils become available, Valley Transit will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, Valley Transit will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, Valley Transit will use creative ways to make participating realistic and reasonable. Such as, scheduling meetings at

³ Data source for counties is 2020 Census. FCTC data was collected with a “Minority Representation Data Collection Form” and represents completed forms from commissioners that opted to self-identify.

times best suited to its members, offering a web-based participation option (when possible) and providing transportation, if needed for its members.

Facility Location Equity Analysis

Valley Transit has no current plans to construct a new facility or any recent facility construction projects.

Fixed Route Service Standards

Vehicle Load Standards

1. Expressed in writing

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 26-foot bus, 58 passengers for 35-foot buses, and 69 passengers for standard 40-foot buses.

2. Expressed in tabular format

Vehicle Type	Number in fleet	Average Passenger Capacities				
		Seated	Standing	Total	Wheelchair Capacity	Total Capacity With Wheelchairs
26' Glaval	1	20	10	30	2	26
35' New Flyer	16	31	27	58	2	54
40' New Flyer	12	39	30	69	2	64

Vehicle Headway Standards

1. Expressed in writing

Vehicle Headway is the length of time it takes between two buses traveling in the same direction on a particular route. Valley Transit's buses are scheduled with either 30- or 60-minute headways. If peak service is available, some hour-long routes run with 30-minute headways.

2. *Expressed in tabular format*

ROUTE(S)	WEEKDAY PEAK SERVICE	WEEKDAY OFF-PEAK SERVICE	SATURDAY SERVICE	SPECIAL NOTES
1, 2, 3, 4 & 5	60 Minutes	60 Minutes	60 Minutes	
9	30 Minutes	30 Minutes	30 Minutes	
12, 15, 20, 30 & 41	60 Minutes	60 Minutes	60 Minutes	
6	N/A	60 Minutes	60 Minutes	Begins service at 5:45 p.m. M-F
8	60 Minutes	60 Minutes	N/A	Last route leaves at 4:45 p.m. M-F
11	60 Minutes	60 minutes	N/A	Last route leaves at 4:15 p.m. M-F
16	60 Minutes	60 Minutes	N/A	Last route leaves at 4:45 p.m. M-F
19	N/A	60 Minutes	60 Minutes	Begins service at 5:15 p.m. M-F
31	60 Minutes	60 Minutes	60 Minutes	Last route leaves at 5:15 p.m. M-F
32	60 Minutes	60 Minutes	60 Minutes	Last route leaves at 5:45 p.m. M-F

On-Time Performance Standards

One of the most important service standards is On-Time Performance or adherence to published schedules.

- A Valley Transit bus is considered on-time if it departs a scheduled time point no more than 1 minute early or more than 5 minutes late.
- Valley Transit's On-Time Performance objective is 90% or greater.

Valley Transit continuously monitors on-time performance and system results are published as part of a quarterly key performance indicators report covering the reliability, quality and safety of operations.

Service Availability Standards

Valley Transit currently provides service to most major destinations and large employment centers within the communities that it serves. Valley Transit's 5-year Transit Development Plan (TDP) analyzes regional mobility and reassesses all service standards. The TDP reviews coverage of service by regional employment centers, population, households without a car, income and other community demographics that may indicate propensity to use public transit. Valley Transit reviews its level of service to each community during each TDP process and discusses expansion opportunities when additional resources become available. Route planning focuses on placing new service within ¼ mile from densely populated areas that have a high propensity for transit usage. Valley Transit optimizes the funding and resources that it receives from the partner communities to maximize its route coverage within these communities and transit-supportive areas.

Fixed Route Service Policy

Vehicle Assignment Policy

Valley Transit frequently reviews the ridership of its routes and assigns the larger and smaller capacity buses to the areas whose ridership best matches these capacity characteristics. Vehicles are assigned according to route capacity and rotated with the service group daily.

Transit Amenities Policy

Valley Transit has over 950 formal bus stop locations, many of which have been at the same location for more than forty years. In 2021, all stops were re-signed with more visible signage that included the route number(s) that service the stop and contact info.

Valley Transit places bus stops every 2-3 blocks (approximately) and near major trip generators. 45 locations also include a bus shelter. Bus shelters are located throughout the service area. These shelters have also been in place for many years. As funding becomes available, old shelters are being replaced with new, accessible shelters.

Additional shelter locations can be requested by contacting Valley Transit. New installations are dependent on the ability to obtain the necessary right of way to locate the shelter and a sponsoring business or other entity to maintain and provide snow removal, if possible. Valley Transit utilizes passenger count data by location to prioritize locations with highest usage. Valley Transit also reviews accessibility, socio-economic and minority population data prior to installing a new shelter.

#5-R-22
Water Main Resolution

Submitted By: Alderperson Doran, District 15

Date: April 20, 2022

Referred To: Department of Public Works

Whereas the City of Appleton as a local unit of government has a primary expectation to provide basic infrastructure and public safety services for the community and;

Whereas the City of Appleton is falling behind its goals and expectations for road and utility infrastructure, borrowing for roughly 80% of annual road projects and experiencing a near record amount of water main breaks in 2021, costing the city \$1.2 million dollars to fix, demonstrating an immense and necessary response to a problem that has been pushed off for too long and;

Whereas a 2019 consultant report outlined improvements to water utility infrastructure in Appleton, noting the city should replace more than 30 miles of water mains between 2020-2024, but has completed roughly just five miles so far and;

Whereas the city has roughly four miles of four inch water mains and 35 miles of six inch water mains remaining in service, as opposed to the eight inch water mains throughout the rest of the city that have been standard since at least the 1980s, creating a service equity issue and;

Whereas all of these examples should compel us as elected officials to take swift and immediate action to fund these critical services the city provides;

Therefore be it resolved to address this most basic of service equity issues, the Common Council directs the city staff to reallocate \$6 million in American Rescue Plan Act funds to the replacement of first, the remaining four inch water mains in the city and then six inch water mains to match the eight inch standard throughout the remainder of the city and;

Be it further resolved that wherever practical, locations where those water mains can be replaced in the terraces are prioritized over locations that will require corresponding street reconstruction, with the projects timed to meet the federal deadline for using ARPA funds.



MEMO

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

TO: Finance Committee
Utilities Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: May 12, 2022

SUBJECT: Resolution #5-R-22 regarding the reallocation of ARPA funds to undersized watermain replacement.

It is important to start first by acknowledging that we are not replacing as much infrastructure as we should be based on its age and condition. This underfunding was discussed as part of the 2022 Budget process. The controlling factor is not the Utility Budgets, but instead the General Fund Budget driven by declining municipal revenue when adjusted for inflation. In other words, we have capacity within the water, wastewater and stormwater budgets to replace the underground infrastructure, but do not have the corresponding capacity within the General Fund Budget to complete the pavement, sidewalk and driveway apron portions of the projects.

As part of the 2022 Budget process, the City held listening sessions to gather input on how we should allocate our \$14.9 million ARPA funds. Based on that feedback the Council approved spending the funds as shown on Page 71 of the 2022 Budget (Exhibit A attached). This Resolution requests a re-allocation of \$6 million of the \$8 million in American Rescue Plan Act funds to the replacement of undersized watermain.

Following are responses to questions we have received regarding this Resolution along with additional information we believe is relevant to the discussion.

1. **What are the miles of undersized watermain remaining in the city?**
3.77 miles of 4" and smaller watermain
33.17 miles of 6" watermain
2. **What is the estimated cost to replace those remaining miles of undersized watermain?**
\$3.6 million to replace 4" and smaller watermain
\$31.5 million to replace 6" watermain

3. How many miles of the undersized watermain could be replaced within the terrace without going into the street?

This is an unknown at this time as we will need to complete utility locates, survey and design for all 37 miles in order to accurately answer this question. Also, water services may need to be replaced at the same time the watermain is replaced which can only be done by excavating the street. (An example of a terrace watermain project with service replacement is attached as Exhibit B)

4. Are we already correlating street reconstruction with the presence of the undersized watermain whenever possible?

Yes. As shown on Exhibit C almost all of the 2022 Watermain Projects include replacing undersized watermain.

5. Is there any estimate of when we would complete the replacement of the undersized watermain under our current funding levels?

At our current rate we anticipate it will take another 20 years before all undersized watermain are replaced.

6. Can ARPA funds be used for the pavement replacement associated with the watermain relay projects?

Yes, the guidelines for these funds were expanded to include street reconstruction project costs.

7. How many streets would be affected in terms of being patched for a longer period of time than the standard year between underground utility work and pavement reconstruction?

It depends on how many miles of the undersized watermain can be relayed within the terrace area. Worst case is 37 miles of roadway (10% of our road network) would have long-term patches.

8. Are the sanitary sewer and storm sewer also in need of replacement on these same miles of street?

Yes, for the majority of the streets sanitary and/or storm also should be relayed.

9. Are there any concerns with material supply at this time?

Yes. We have been notified that hydrants and other components of watermain relay projects are 6 months out from time of order.

10. Assuming the \$6 million is reallocated to undersized watermain replacement, how soon would this project go out to bid?

Spring of 2023. Assuming there are no material supply shortages (though we are already experiencing shortages and long lead times in certain products), we would complete this work in 2023. Availability of materials would impact project timing, though it is not possible to predict duration of potential delays.

11. What factors go into prioritizing watermain projects?

The following factors are used to determine the priority of watermain projects:

- If the street is scheduled for reconstruction
- Age of the watermain. We have many miles of 8" watermain that is 90+ years old.
- Condition of the watermain. Watermain may be adequately sized and only 50 years old but has a long history of watermain breaks.
- Redundancy. Some streets do not have watermain and adding watermain along those streets improves circulation and provides redundancy to the network.

12. What are the options available to Council if these funds are reallocated to infrastructure?

- One option is to relay as much undersized watermain as possible and install permanent trench patching the following year. We estimate 6 miles of watermain could be replaced under this option.
- One option is to select a few projects and complete all underground utilities as well as pavement reconstruction. We estimate 1 mile of sanitary, storm, watermain and new pavement could be replaced under this option.

13. Did the Common Council have this information when it allocated the ARPA funds?

Yes. The watermain break log is shared at Utilities Committee monthly. We also discussed the need to prioritize infrastructure as part of the 2022 Budget process.

14. How does Appleton compare to similar municipalities as far as infrastructure maintenance goes?

According to the Water Research Foundation, communities in the United States average 25 main breaks per 100 miles per year. Since 2000, the City of Appleton has averaged approximately 25 main breaks per 100 miles per year (average of 95.5 main breaks per year 2000-2021).

However, the Water Research Foundation identifies the "optimized distribution failure frequency" at 15 breaks per 100 miles of watermain.

15. How does Appleton compare to similar cities on the amount of watermain replaced annually?

The industry standard is to replace 1% of your water infrastructure annually. For Appleton that would mean replacing 3.6 miles each year. In comparison we have been replacing 0.8% on an average annual basis.

However, because of our corrosive soils, pipe material and pipe age, our Water System Master Plan completed by AECOM in 2019 recommended replacing 6+ miles (1.7%) annually.

16. How many complaints has the city received about undersized mains?

Very few complaints are received from residents regarding undersized watermain. In fact, Fair Street is the only project currently in the 5-Year Plan based on complaints regarding undersized watermain.

17. Why doesn't the City just dedicate more General Fund money to infrastructure?

Although the Department of Public Works would advocate for more General Fund dollars to be allocated to street reconstruction, we understand that there are many competing interests for these funds. Allocating more funds to infrastructure means allocating fewer funds to other departments and programs. The budget process is the method by which the City Council prioritizes these competing interests.

18. How much does the city spend, on average, repairing watermain breaks?

On average, the city spends approximately \$1 million annually repairing main breaks.

19. Is the City in trouble with higher number of breaks this last 12 months?

City resources are allocated to watermain breaks as a high priority. Under current staffing and funding models, the city has been able to keep up with the greater-than-average number of main breaks this year. That being said, if staff is repairing a watermain break then they are not doing other routine maintenance such as exercising valves and flushing hydrants, nor proactively searching for leaking services and mains.

CITY OF APPLETON 2022 BUDGET **SPECIAL REVENUE FUNDS**

ARPA (American Rescue Plan Act)

Business Unit 2800-2804

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
421000 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ 7,445,920
471000 Interest on Investments	-	-	-	-	25,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,470,920</u>
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	-
610200 Labor Pool Allocations	-	-	-	-	-
610500 Overtime	-	-	-	-	-
610800 Part Time	-	-	-	-	-
615000 Fringes	-	-	-	-	-
620100 Training/Conferences	-	-	-	-	-
630100 Office Supplies	-	-	-	-	-
631603 Other Misc. Supplies	-	-	-	-	-
632400 Medical/Lab Supplies	-	-	-	-	-
632700 Miscellaneous Equipment	-	-	-	-	-
659900 Other Contracts/Obligations	-	-	-	-	-
663000 Other Grant Payments	-	-	-	-	8,000,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,000,000</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**Other Grant Payments***

Early childhood development	\$ 1,500,000
Housing affordability	3,000,000
Local economic recovery	1,000,000
Social infrastructure, belonging & neighborhoods	1,000,000
Community wellness, mental health, & violence prevention	1,000,000
Arts, culture, & educational institutions	500,000
	<u>\$ 8,000,000</u>

*Note: These are prioritized allocation categories, however, specific programs, allocations, and process are yet to be defined. Specific spending will be subject to future Common Council approval.

For reference, ARPA expenditures approved in 2021 included:

	2021 Amended Budget
COVID-19 response	\$ 1,991,841
Lost revenue - Parking Utility	1,500,000
Lead service line replacement	1,000,000
Library - broadband access	2,000,000
Short-term community partners support	250,000
Consulting/Administrative support for 2022 projects	150,000
Total	<u>\$ 6,891,841</u>

BEFORE CONSTRUCTION THE CONTRACTOR SHALL HAVE THE UTILITIES AND LATERALS LOCATED BY THE UTILITY COMPANIES.

BUILD "C" INLET
MIDPOINT 17'R
EFL. CASTING 803.28

STA 1+00.00 C/L MASON STREET

WATER MAIN NOTES:

1. EXISTING STRUCTURES SHALL BE CONNECTED TO NEW MAIN WITH NEW COOPERATION STOP & PIPE COUPLING.
2. MAINS SHALL BE INSTALLED IN CONFORMANCE WITH THE CITY OF CHICAGO STANDARD SPECIFICATIONS FOR WATER MAINS, 1995 EDITION, WITH ALL APPROPRIATE MODIFICATIONS.
3. MAINS SHALL BE INSTALLED IN CONFORMANCE WITH THE CITY OF CHICAGO STANDARD SPECIFICATIONS FOR WATER MAINS, 1995 EDITION, WITH ALL APPROPRIATE MODIFICATIONS.
4. MAINS SHALL BE INSTALLED IN CONFORMANCE WITH THE CITY OF CHICAGO STANDARD SPECIFICATIONS FOR WATER MAINS, 1995 EDITION, WITH ALL APPROPRIATE MODIFICATIONS.
5. EXISTING VALVES, BODIES AND HYDRAULIC LINES BEING ABANDONED SHALL BE REMOVED. CONTRACTOR SHALL REMOVE ALL BODIES OF VALVE BODIES.
6. HYDRAULICS SHALL BE REMOVED AS ORDERED BY INSPECTOR OR ENGINEER.
7. MAINS SHALL BE DOWN BURIED OR APPROVED ADDED INSULATION SHALL BE PLACED ON TOP & SIDES OF THE MAIN PRIOR TO BACKFILL.
8. MAINS SHALL BE 12" MINIMUM.
9. COVER SHALL BE 6.5' WITH MINIMUM 4" MINIMUM.
10. CONTRACTOR SHALL REMOVE AND REPLACE ALL CURB BODIES WITHIN THE PROJECT AREA AND ALL EXISTING CURB BODIES SHALL BE REPLACED CURB SHALL BE 15" HIGH.

SEWER NOTES:

SEWER NOTES:
1A. DYE TESTING REQUIRED TO DETERMINE WHICH LATERALS ARE ACTIVE.

2A. DO NOT DAMAGE TREE WITH LATERAL RELAY. CONTRACTOR MAY AUGER UNDER TREE OR SLIP LINE NEW 4" PIPE INSIDE LATERAL ONLY WITH THE INSPECTORS APPROVAL MAY A CONTRACTOR REALIGN THE LATERAL AROUND THE TREE USING APPROPRIATE FITTINGS. COST INCLUDED IN LINEAR FOOT BID PRICE OF SANITARY LATERAL RELAY.

NEAR FOOT BID PRICE OF SANITARY EX-

AT TOO HANDLES ARE NOT ALLOWED

3A. FLAT TOP MANHOLES ARE NOT ALLOWED.

4A. CONTRACTOR SHALL BULKHEAD AND ABANDON EXISTING 6" MINI SEWER. COST TO BULKHEAD EXISTING MINI SEWER SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.

ESTIMATE OF QUANTITIES

SANITARY SEWER PAY QUANTITIES

STORM SEWER PAY QUANTITIES

WATER MAIN PAY QUANTITIES

4 EA. - F&D 8" G.V. w/BOX
1 EA. - F&D 6" G.V. w/BOX
8 EA. - F&D 8" 45° BEND
75 LF. - F&D 1" SERVICE
112 EA. - SERVICE CONNECTION
112 EA. - F&D CURB BOX (COMPLETE)

REC'D FITTINGS & MAT'L'S
1 EA. - 8"x8" CROSS

1 EA. - 8"x6" REDUCER
2 EA. - 1" CORPORATION STOP
11 EA. - 1" CURB STOP
1 EA. - 1"x3/4" TYPE 'C' COUPLING
11 EA. - 1"x5/8" TYPE 'C' COUPLING

EROSION CONTROL PAY QUANTITIES
4 EA. - FM 'D-M' INLET PROTECTION

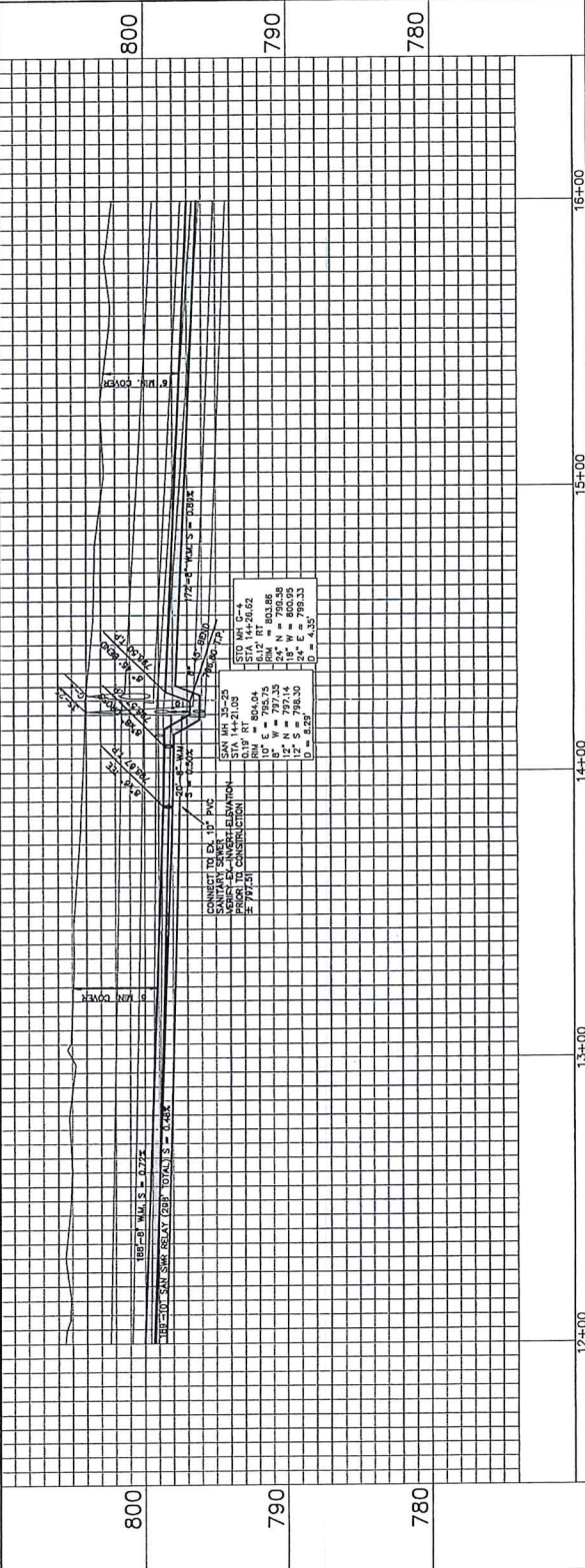
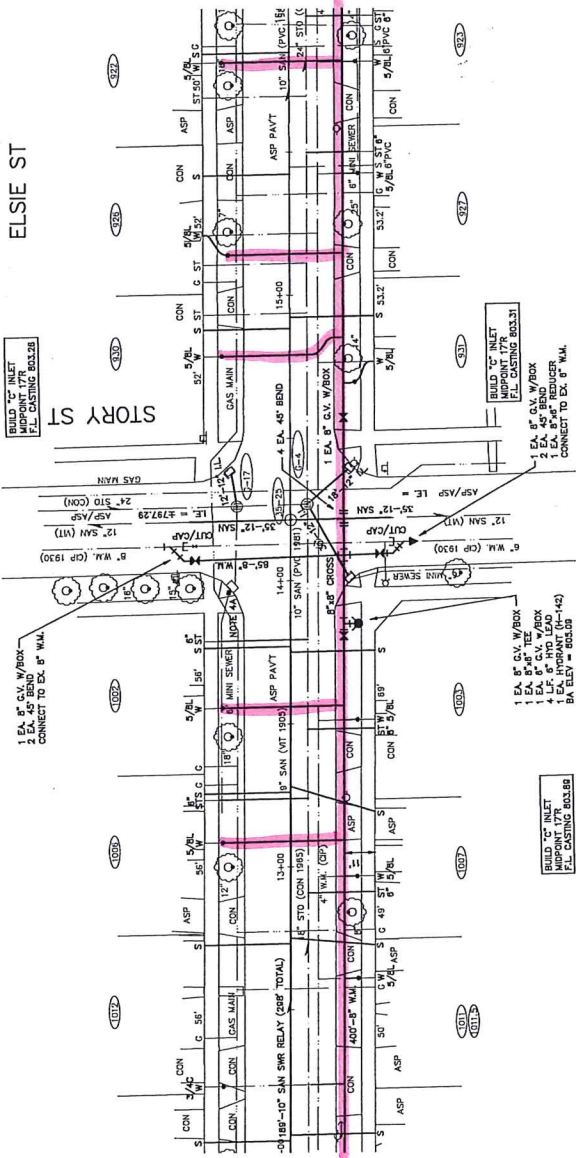
CITY OF APPLETON, WIS.
ENGINEERING DIVISION

SEWER & WATER

ELSIE ST
MASON ST TO RICHMOND ST

IN:	XXX	CKD:	
TE:	00/00/00	APP'D:	

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CITY OF APPLETON 2022 BUDGET

WATER UTILITY

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 110,244	\$ 54,125	\$ 166,387	\$ 166,387	\$ 139,139
610400 Call Time Wages	551	92	-	-	500
610500 Overtime Wages	7,941	9,816	-	-	9,000
610800 Part-Time Wages	351	296	4,600	4,600	3,346
630901 Shop Supplies	302	175	-	-	-
632503 Other Materials	1,692	3,643	-	-	-
632601 Repair Parts	1,114	6,798	-	-	-
640400 Consulting Services	30,343	65,932	76,500	136,005	10,000
640800 Contractor Fees	-	1,702	-	-	-
641500 Tipping Fees	-	15,414	-	-	-
642501 CEA Operations/Maint.	-	-	10,000	10,000	7,500
659900 Other Contracts/Obligation	-	175	-	-	-
680905 Water Mains	3,241,074	3,380,088	5,727,251	5,819,558	2,270,115
689900 Other Capital Outlay	(3,264,475)	(3,394,552)	-	-	-
Total Expense	\$ 129,137	\$ 143,704	\$ 5,984,738	\$ 6,136,550	\$ 2,439,600

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Water Utility
Labor Pool				151,985
CEA				7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l, NOI, Railroad, Water			10,000
Construction	Surface Restoration - Due to 2021 Water CIP Excav.			43,850
	Subtotal			53,850
New Construction	Plamann Park	Phase 2		500,000
	French Rd	Broadway Dr	Broadway Dr (1700' n/o)	194,150
	Subtotal			694,150
Reconstruction (not related to paving)	Easement 6"	River Road	Bouten St	162,475
	Fair St 4"	Atlantic Street	Spring St	204,700
	Franklin St 6"	Appleton St	Oneida St	100,000
	WWTP	Weimar Ct	Newberry Ct	247,300
	Lead Service Line Replacement Citywide			250,000
	Subtotal			964,475
Reconstruction (prior to next year's paving)	Alvin St 4" & 6"	Wisconsin Ave	Marquette St	272,485
	Durkee St 6"	College Ave	Washington St	59,250
	Morrison St	College Ave	Washington St	135,905
	Reinke Ct - partial 6"	Kernan Ave	cds	100,000
	Subtotal			567,640
Transmission - New				
Total Water Construction				\$ 2,439,600