



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, January 7, 2019

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-0006](#) Minutes from December 10, 2018.

Attachments: [Minutes from December 10, 2018.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-0007](#) Approve Resolution #13-R-18 Interstate 41 Public Safety Resolution.

Attachments: [Resolution #13-R-18.pdf](#)

[19-0010](#) Approve Inter Governmental Agreement for French Road Traffic and Planning Study from STH 96 to CTH JJ.

Attachments: [French Road Traffic.pdf](#)

6. **Information Items**

[19-0011](#) Parking Utility Condensed Income Statement for November, 2018.

Attachments: [Parking Utility Statement for November, 2018.pdf](#)

[19-0012](#) Update on Railroad Quiet Zone Implementation.

[19-0013](#) DPW Great Ideas of 2018 List.

Attachments: [DPW Great Ideas of 2018 List.pdf](#)

[19-0032](#) Inspection Division Permit Summary Report for December 2018.

Attachments: [Inspection Divi. Permit Summary Report-December 2018.pdf](#)

[19-0033](#) Plan for addressing Elongate Hemlock Scale (EHS) on wreaths and evergreen trees.

Attachments: [Elongate Hemlock Scale.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible. Please contact Paula Vandehey at 832-6474 if you have any questions.



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Meeting Minutes - Final Municipal Services Committee

Monday, December 10, 2018

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Konetzke called meeting to order at 4:30 p.m.

2. Roll call of membership

Present: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

3. Approval of minutes from previous meeting

[18-1807](#)

Minutes from November 26, 2018.

Attachments: [Minutes from November 26, 2018.pdf](#)

Williams moved, seconded by Coenen, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

4. Public Hearings/Appearances

5. Action Items

[18-1838](#)

Approve Master Professional Services Agreement with OMNNI Associates, Inc. through December 31, 2022. Scope of services and compensation for professional services under this master agreement are subject to future committee and Council approval.

Attachments: [Master Professional Services Agreement-OMNNI.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

18-1809

Award 2019 Contract for Operations, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$64,013. CRITICAL TIMING

Attachments: [2019 Contract for Operations, Maintenance, Monitoring-Landfill.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

18-1810

Approve single source and award of Oneida Street Bridge/Rocky Bleier Run Contaminated Materials Contract to OMNNI Associates, Inc. in an amount not to exceed \$105,200. CRITICAL TIMING

Attachments: [Oneida St Bridge-Rocky Bleier Run.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

18-1811

Approve 2019 Sole Source Purchase Request for various traffic equipment and technologies.

Attachments: [2019 Purchase Request -traffic equip & tech.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

6. Information Items

18-1812

Inspections Division Permit Summary Comparison Report for November, 2018.

Attachments: [Inspections Div. Permit Report-November 2018.pdf](#)

7. Adjournment

Coenen moved, seconded by Williams, to adjourn the meeting at 4:46. Roll Call. Motion carried by the following vote:

Aye: 3 - Coenen, Konetzke and Williams

Excused: 2 - Croatt and Martin

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

*Resolution # 13-R-18
Interstate 41 Public Safety Resolution*

*Submitted by:
Aldersperson Curt Konezke – District 3, and Aldersperson Chris Croatt – District 14
December 19, 2018
Under Review – Comparing to a similar Resolution adopted in August*

Whereas, in the 1960's US-41 was constructed in its current location as a four-lane divided highway between Appleton and DePere and in the 1970's US-41 in the Appleton area attained freeway status with the removal of all intersecting crossroads.

And Whereas, in 1992 US-41 between Breezewood Lane and CTH OO/STH 15 was upgraded to six lanes and in 2015 US-41 attained official Interstate status in Wisconsin and the speed limit in the Fox Cities area was increased to 70mph. In 2015/2016 Interstate 41 from DePere to Howard was upgraded to six lanes.

And Whereas, the current four lane 23 mile segment between CTH OO/STH 15 and Scheuring Road creates a bottleneck between two six lane segments.

And Whereas, I-41 is outdated and doesn't meet current design standards for the volumes of traffic and a 70mph speed limit and average daily traffic in 2015 was 55,600 vehicles per day and 63,000 in 2016, which is a yearly increase of 11.7%

And Whereas, there are a high number of crashes that occur weekly and often times daily, which causes injuries, fatalities, delays, costly vehicle damage, infrastructure damage, costly and dangerous cleanup activities for emergency, state, county, and local agencies and staff.

And Whereas, I-41 is designated on the national Primary Freight Network due to the sheer number of trucks that transport products into and out of the region. I-41 is a crucial commuter route for the much-needed Northeast Wisconsin workforce, as well as promoting tourism to the area.

And Whereas, the Wisconsin Department of Transportation (WisDOT) has recognized that the existing facility is failing and have plans to spend \$1 million in 2018 to 2021 to design for improvements to five interchanges and \$3 million to design surface improvements. It is important to note that construction funding for these design projects has not yet been scheduled.

And Whereas, the East Central Regional Planning Commission (ECWRPC) is the federally designated Metropolitan Planning Organization (MPO) for the Fox Cities Urbanized Area and has had the expansion of I-41 recommendation in the required and adopted MPO Long Range Transportation Plan. ECWRPC Transportation Committee has adopted a resolution on July 27, 2018 with the same recommendation described below.

Now, Therefore, be it Resolved, the City of Appleton does formally request the Wisconsin Department of Transportation (WisDOT) plan, design, and expand Interstate 41 (I-41) to 6 lanes between WIS 15 in Outagamie County and Scheuring Road in Brown County as soon as possible., and

Be it Further Resolved, that the City of Appleton Clerk be directed to forward a copy of this resolution to Governor Tony Evers, WisDOT Secretary of Transportation, Outagamie County Highway Commissioner

*Resolution # 14-R-18
E-Cigarettes*

RESOLUTION

WHEREAS, Interstate 41 is a vital component of the City's transportation infrastructure; and

WHEREAS, a recommendation in the required and adopted Metropolitan Planning Organization Long Range Transportation Plan calls for the expansion of Interstate 41; and

WHEREAS, portions of Interstate 41 from WIS 26 in Winnebago County to WIS 15 in Outagamie County is already 6-Lane and portions of Interstate 41 in Brown County have been expanded to 6-lanes south to Scheuring Road; and

WHEREAS, the 6-lane to 4-lane transitions create dangerous bottlenecks with a high number of serious injury and fatal crashes; and

WHEREAS, almost daily crashes are causing significant delay, costly and dangerous clean-up activities for emergency services and City staff; and

WHEREAS, the I-41 corridor is an economic engine for the region's commuting workforce that requires travel time reliability; and

WHEREAS, I-41 is designated on the national Primary Freight Network due to the sheer number of trucks that transport products into and out of the region; and

WHEREAS, East Central Wisconsin Regional Planning Commission Transportation Committee has adopted a resolution on July 27, 2018 with the same recommendation below and many local municipalities are taking similar action; and

WHEREAS, the costs will likely be far higher to not expand the highway based on the safety and economic impacts of crashes and delays;

NOW THEREFORE, BE IT RESOLVED, that the Common Council of the City of Appleton do ordain as follows:

1. Request the Wisconsin Department of Transportation plan, design and expand Interstate 41 to 6-lanes between WIS 15 in Outagamie County and Scheuring Road in Brown County as soon as possible.
2. Authorize the City Clerk to certify and forward said certified copies of the Resolution to Governor Scott Walker and WisDOT Secretary of Transportation David Ross.

Adopted and approved this 15th day of August, 2018.

City of Appleton

By:



Timothy M. Hanna, Mayor

City Law A18-0630

By:



Kami Lynch, City Clerk

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

French Road Traffic and Planning Study
 STH 96 to CTH JJ

DATE: 12/10/2018
 PROJECT: See Below
 HIGHWAY: CTH "OO"
 LIMITS: French Rd, 96 to JJ
 MUNICIPALITY: Village of Little Chute
 MUNICIPALITY: Town of Grand Chute
 MUNICIPALITY: City of Appleton

The signatories **City of Appleton, Village of Little Chute and Town of Grand Chute**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement

PROJECT DESCRIPTION: Agreement is for a traffic and transportation planning study for French Road, pertaining to the intersection of CTH "OO" at French Road. The existing intersection is experiencing safety, capacity and delay issues. A planning study of French Road is required to understand improvements at CTH OO. The proximity and uncertainty of the future of STH 441 may impact the intersection and roadway long term. The first step is a comprehensive study of French Road between STH 96 to CTH JJ, to help determine the future purpose and need for this roadway in relation to the entire transportation network. The cost share estimate shown is for the planning study only. Intersection design and construction to be determined at a later date.

COST ESTIMATE AND PARTICIPATION

PHASE	***** ESTIMATED COST *****								
	Total Estimated Cost	Outagamie County	%	City of Appleton	%	Village of Little Chute	%	Town of Grand Chute	%
CTH OO & French Rd ENGINEERING:									
Traffic Planning Study	\$40,000	\$20,000	50%	\$6,666.66	16.67%	\$6,666.66	16.67%	\$6,666.66	16.67%
Intersection Design	TBD								
RIGHT OF WAY:	TBD								
CONSTRUCTION:	TBD								
TOTAL PROJECT COST	\$40,000	\$20,000		\$6,666.66	16.67%	\$6,666.66	16.67%	\$6,666.66	16.67%

This request for the programming, design and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.

2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost that has been incurred by the county on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality have the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project will be determined during design

BY: _____ Date _____
 Dean E. Steingraber, P.E. Outagamie County Highway Commissioner

BY: _____ Date _____
 Signed for and on behalf of: City of Appleton

BY: _____ Date _____
 Signed for and on behalf of: Village of Little Chute

BY: _____ Date _____
 Signed for and on behalf of: Town of Grand Chute

City of Appleton
Parking Utility

Condensed Income Statement

For the Eleven Months Ending November 30, 2018

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	BUDGET REMAINING	% COLL
Revenue:					92%
63 Fines & Forfeitures	(425,000)	(371,029)	(41,552)	(53,971)	87.3%
67 Interest Income	(20,000)	(7,541)	(326)	(12,459)	37.7%
69 Charges for Services	(2,169,350)	(2,021,570)	(68,058)	(147,780)	93.2%
73 Other Revenues	(601)	(1,162)	-	561	193.3%
Revenue Total	(2,614,951)	(2,401,302)	(109,936)	(213,649)	91.8%
Expenditures:					92%
77/79 Salaries & Fringes	805,709	703,228	41,975	102,481	87.3%
83 Supplies	118,770	99,709	23,357	19,061	84.0%
85 Purchased Services	629,453	474,148	81,095	155,305	75.3%
87 Miscellaneous Expens	555,000	496,045	45,095	58,955	89.4%
89 Debt Service	17,250	-	-	17,250	0.0%
91 Capital Outlay	305,000	25,390	13	279,610	8.3%
93 Other Financing Uses	1,209,300	1,008,525	775	200,775	83.4%
Expense Total	3,640,482	2,807,046	192,311	833,436	77.1%
Grand Total	1,025,531	405,743	82,374	619,788	39.6%

Great Ideas Implemented in 2018

- Replaced several 6 inch curbs with 12 inch curb heads at corners, islands and bump outs to make them more durable and less likely to be damaged by plows.
- Used the Gator to perform a topographic survey of the Leona Pond which made this process more efficient.
- Bagged the meters by the downtown hotels during our snow hauling operation to allow crews to get the work done earlier in the evening when noise is less of an issue.
- Utilized a CDL training video to provide additional training for new drivers.
- Updated the GIS maps to include valve exercising information which results in more accurate and accessible records.
- Installed an audio system in the MSB lunch room to improve sound quality during large meetings and training sessions.
- Treated healthy, high value ash trees to help mitigate emerald ash borer damage.
- Cut cattails at City ponds when they were shorter which made this process more efficient and provided better results.
- Purchased a message board to use on City construction projects to improve safety.
- Assisted the Police Department with assembling parade barricades when they are delivered to make the event day setup more efficient.
- Created an "accident summary" document to educate and update employees on trending departmental accidents to help prevent similar accidents in the future.
- Developed a driver "log book" for training new employees who are working to obtain their CDL in house. Documentation includes miles behind the wheel and topics covered during their trainings.
- Provided additional street sweeper training to DPW Operators and Mechanics to increase efficiencies in operations and help reduce maintenance costs.

- Installed convex mirrors outside of the street warehouse to decrease near miss accidents when entering the garage area.
- Created and implemented a DPW orientation process for summer seasonal staff to help get them off to a good start.
- Provided large DPW vehicles as safety barriers at intersections for the Octoberfest event.
- Created "how to" videos for customers registering for the AquaHawk Customer Portal to help them feel more comfortable with this process.
- Created Mobile GIS applications for maintenance and record keeping that include: Utility App, Sidewalk App, Benchmark App, Manhole Condition Report App, Private Hydrant App, Water Maintenance App, and Sewer Cleaning App
- Converted Red Ramp fixtures to LED saving the Parking Utility thousands of dollars per year in energy costs.
- Increasing cost from current distributor of Tink Claw blades motivated staff to seek other options. In their search to save money, they found a nontraditional machinery company to manufacture the blades to specification saving the City \$3,000.
- Tested PolyLevel Product on a section of Kensington Drive pavement to see if this is a viable product for this type of pavement settlement. Cost is approximately 1/3 less and street down time is approximately a 3-day impact compared to a 2-week impact with typical pavement repair.
- Collaborated with CN R/R to replace two (Morrison and Oneida) crossings with City providing asphalt pavement and barricading in order to move these crossings to a higher priority.
- Installed a hinged manhole on Glendale Avenue to provide surge relief at this location during heavy rain events. The hinge mechanism prevents the lid from blowing off during events when the storm sewer system becomes surcharged and allows the lid to close automatically when the water subsides.
- Implemented a water meter customer portal to allow customers to monitor their own water usage, receive alerts and manage their account(s) online.
- Worked with ADI and Northside Business Association to purchase 2 shipping containers to store the Christmas decorations.

- Provided Outagamie County with chipped brush to use as cover material at the landfill.
- Installed liners in both rolloff truck boxes to significantly improve the safety and efficiency of dumping snow and materials from these trucks.
- Added an additional 5000-gallon brine tank at MSB to increase storage capacity and allow for expansion of our anti-icing program.
- Partnered with CVMIC to create a CDL pre-trip inspection training video.
- Fabricated a new "plug" design for all new pin and loop plow harnesses to keep the chains more stable while plowing.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/18 Thru 12/31/18

Report Date: 1/3/2019



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2017	935	121,685,022	303,909.11
	2018	907	65,078,475	266,100.68
		-2.99 %	-46.52 %	-12.44 %
DISPLAY SIGN	2017	116	683,084	4,850.94
	2018	129	933,631	5,149.08
		11.21 %	36.68 %	6.15 %
ELECTRICAL	2017	839	13,591,672	132,048.34
	2018	774	9,683,259	138,058.61
		-7.75 %	-28.76 %	4.55 %
EROSION CNTL	2017	48		5,960.00
	2018	43		5,850.00
		-10.42 %	%	-1.85 %
HEATING	2017	822	19,715,770	69,161.00
	2018	895	11,660,586	75,323.30
		8.88 %	-40.86 %	8.91 %
PLAN REVIEW	2017	125		41,990.50
	2018	101		39,592.50
		-19.20 %	%	-5.71 %
PLUMBING	2017	501	6,093,181	47,436.38
	2018	438	6,450,316	29,576.00
		-12.57 %	5.86 %	-37.65 %
SEWER	2017	203	2,014,898	22,913.95
	2018	224	1,785,401	33,976.00
		10.34 %	-11.39 %	48.28 %
WELL	2017	1		40.00
	2018	16		640.00
		1,500.00 %	%	1,500.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

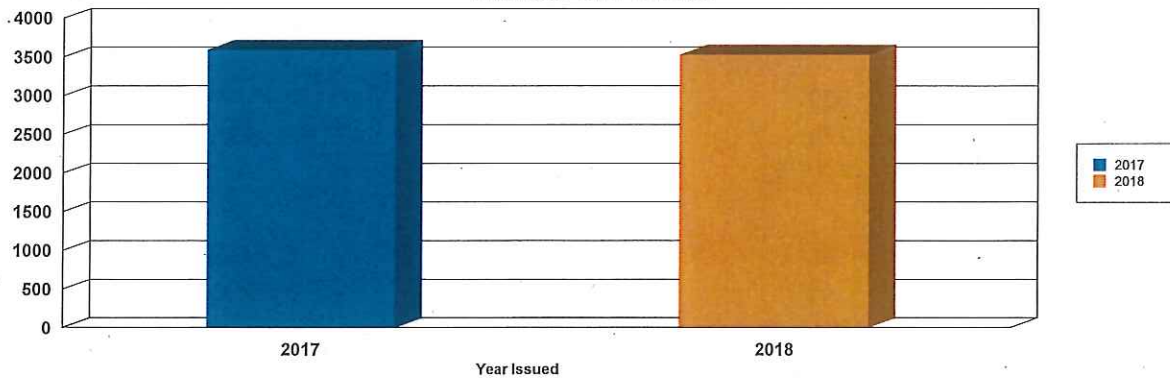
01/01/18 Thru 12/31/18

Report Date: 1/3/2019

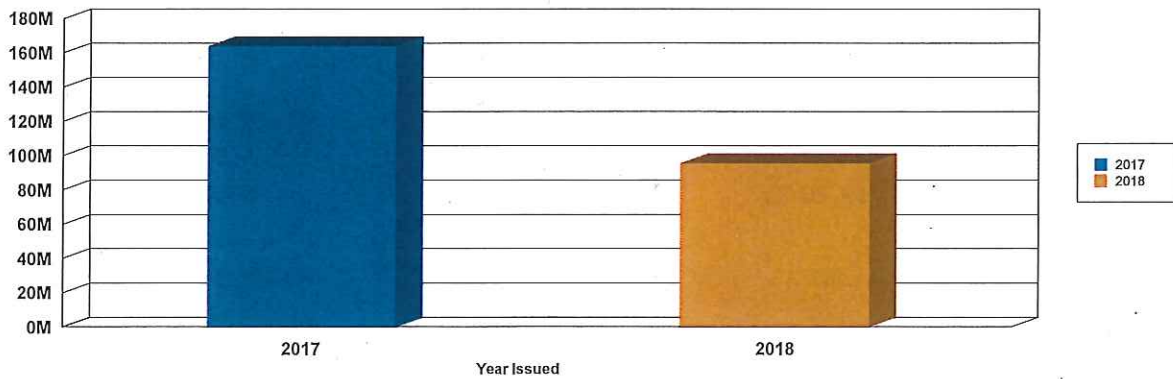


	2017	2018
Permits	3590	3527
Estimated Cost	163,783,627.00	95,591,668.00
Receipt Amount	628,310.22	594,266.17

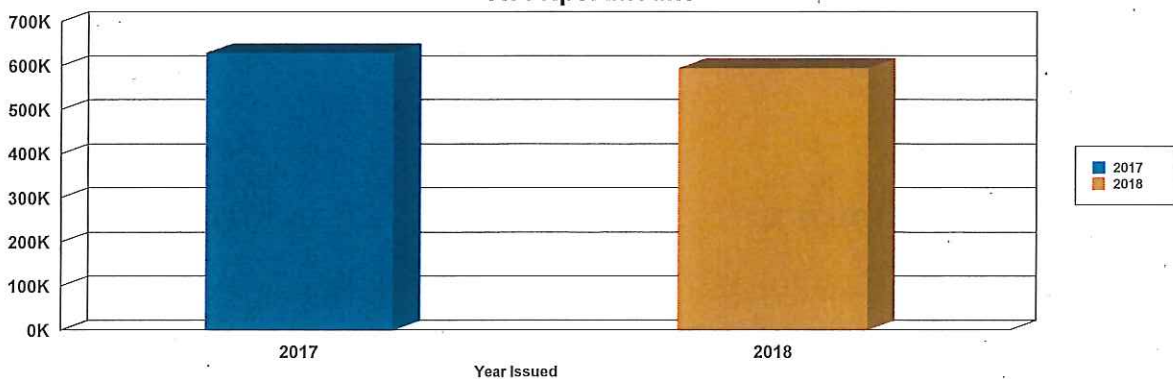
Number of Permits



Estimated Cost



Receipt Amount



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Receive Updates



Wisconsin Department of Agriculture, Trade and Consumer Protection

SERVING THE STATE OF WISCONSIN SINCE 1839

Evergreen Inspections Find New Insect Pest; Burn or Bag Decorations, Officials Say

Wisconsin Department of Agriculture, Trade and Consumer Protection sent this bulletin at 12/26/2018 10:04 AM CST

Wisconsin Department of Agriculture, Trade and Consumer Protection

SERVING THE STATE OF WISCONSIN SINCE 1839

Evergreen Inspections Find New Insect Pest; Burn or Bag Decorations, Officials Say

Contact: Donna Gilson (608) 224-5130, donna.gilson@wi.gov
Bill Cosh, Communications Director, (608) 224-5020, William2.Cosh@wi.gov

Note: High-resolution photo available: <https://www.flickr.com/photos/widatcp/32486931208/in/dateposted/>.

MADISON – Plant health officials are cautioning consumers to burn wreaths and other evergreen decorations, or bag them and put them in the trash, after inspectors found invasive insects on many such items sold at large chain stores in Wisconsin this holiday season.

Inspectors found an insect called elongate hemlock scale, or EHS, on wreaths, swags and boughs, and in arrangements of evergreen boughs in hanging baskets, porch pots, mugs, and sleighs. EHS saps nutrients as it feeds on the underside of conifer needles, and threatens Wisconsin’s Christmas tree farms, native hemlock and balsam fir forests, and ornamental conifers in yards and parks.

“It’s fine to keep your decorations up for the holiday season, but when it’s time to dispose of them, don’t put them on the compost pile or set the greens out for brush collection. Burn them if you can. If you can’t do that, bag them and send them to the landfill,” advised Brian Kuhn, director of the Plant Industry Bureau in the Wisconsin Department of Agriculture, Trade and Consumer Protection. “EHS has survived in the northeastern U.S., so winter weather will not kill it. As a result, if you compost this material, the insects may well attack conifers in your yard or neighborhood, and spread from there.”

EHS is native to Asia, and has been introduced into Michigan and many Eastern states. In the past five years, the department's nursery inspectors have found isolated cases of EHS at Christmas tree lots and other outlets selling cut trees and wreaths. The infested stock was destroyed or sent back to suppliers. But this season, they found infested stock at many stores throughout the state; all were part of several major chains. All had received evergreen materials from the same four suppliers in North Carolina. They also stopped EHS-infested boughs that entered the state from Virginia before they reached stores.

All the stores cooperated with the department, removing the items from their shelves and destroying them. However, many of the items had already been sold, and it is unknown if other chain or independent stores also received infested merchandise.

EHS has a complex life cycle, going through several growth stages. After hatching from eggs, "crawlers" begin feeding on the underside of needles and secrete a cover around themselves as they grow, creating the "scale" that is visible. The crawlers may establish new infestations. Wind and birds may also disperse infestations to new trees. EHS is very hard to control with pesticides, because it has overlapping generations with crawlers present all year long, and because the insects are protected by their hard, waxy coverings. EHS feeds on more than 40 conifer species, with hemlock, spruces and firs being among the most susceptible.

Find more information at https://datcp.wi.gov/Pages/Programs_Services/EHS.aspx.

###

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- [EHSDecorations.pdf](#)



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