



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, March 22, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[21-0320](#) March 8, 2021 Finance Committee meeting minutes

**Attachments:** [MeetingMinutesMar-08-2021-11-03-45.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

- [21-0326](#) Request to award the City of Appleton's 2021 Pierce Park Lighting Upgrades Phase 2 Project contract to Elmstar Electric Corp in the amount of \$113,679 with a contingency of 10% for a project total not to exceed \$125,046

**Attachments:** [2021 Pierce Park Lighting upgrades Phase 2.pdf](#)

- [21-0324](#) Request to approve the 2020-2021 Budget carryover appropriations:
1. Items not under contract \$9,110,803
  2. Items requesting Special Consideration \$500,471  
(2/3 vote of Council required)

**Attachments:** [Not under Contract 2020-2021 Carryover.pdf](#)  
[Special Consideration 2020-2021 Carryover.pdf](#)

[21-0322](#)

Request to approve the following 2020 Budget amendments:

**Community Development Block Grant Fund**

Federal Grant	+\$ 56,549
Grant Payments	+\$ 56,549

to record federal funds received for COVID-19 mitigation (2/3 vote of Council required)

**Emergency Shelter Grant (ESG) Fund**

State Aids	+\$100,636
Grant Payments	+\$ 94,740
Salaries	+\$ 4,200
Fringe Benefits	+\$ 1,696

to record State funds received for COVID-19 mitigation (2/3 vote of Council required)

**Police Grants Fund**

Federal Grant	+\$ 56,620
Miscellaneous Supplies	+\$ 56,620

to record State funds received for COVID-19 mitigation (2/3 vote of Council required)

**Housing Rehabilitation Loan Fund**

Federal Grant	+\$ 51,452
Project Repayments	+\$ 34,058
Grant Payments	+\$ 66,190
Salaries	+\$ 15,220
Fringe Benefits	+\$ 4,100

to record additional funds received in 2020 in the Housing Rehab Loan program (2/3 vote of Council required)

**Police Grants Fund**

Federal Grant	+\$ 2,739
State Aids	+\$100,651
Overtime Wages	+\$ 63,395
Miscellaneous Equipment	+\$ 33,995
Other Contracts/Obligations	+\$ 6,000

to record additional Police grant funds received in 2020 (2/3 vote of Council required)

**Wheel Tax Fund**

Wheel Tax Proceeds	+ \$ 16,329
Transfer Out - General Fund	+\$ 16,329

to record Wheel Tax proceeds above budget amount (2/3 vote of Council required)

**TIF 6 Capital Projects Fund**

Other Contracts/Obligations	+\$ 72,967
Fund Balance	+\$ 72,967

to record additional cost of developer incentive payments (2/3 vote of Council required)

**TIF 8 Capital Projects Fund**

Other Contracts/Obligations	+\$ 47,445
Fund Balance	+\$ 47,445

to record additional cost of developer incentive payments (2/3 vote of Council required)

**General Fund - Finance Department**

Salaries	+\$ 6,675
Wage Reserve	+\$ 6,675

to record transfer of wage reserve funds (2/3 vote of Council required)

**General Fund - Information Technology Department**

Salaries	+\$ 7,730
Wage Reserve	+\$ 7,730

to record transfer of wage reserve funds (2/3 vote of Council required)

**Attachments:** [2020 Final Budget adjustments .pdf](#)

## 6. Information Items

[21-0323](#)

The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**Community Development Block Grant Fund**

Federal Grant	+\$	679
Grant Payments	+\$	679

to record additional CDBG grant funds received

**Continuum of Care Grant Fund**

State Aids	+\$	6,746
Salaries	+\$	6,746

to record additional State grant funds received

**General Fund**

Transfer Out - Capital Projects Fund	+\$439,320
Library Neighborhood Study	+\$100,000
Contribution to ARA Business Grant Program	+\$ 50,000
Fund Balance	+\$589,320

**Information Technology Capital Projects Fund**

Fund Balance	+\$439,320
Transfer In - Capital Projects Fund	+\$439,320

to record use of excess general fund balance (approved at October 21, 2020 Council) per policy

[21-0325](#)

The following 2020-2021 Budget carryover appropriations were approved in accordance with Policy:

1. Amounts under contract \$12,270,700
2. Non-Lapsing Funds \$971,433

**Attachments:** [Under Contract 2020-2021 Carryover.pdf](#)  
[Non-Lapsing 2020-2021 Carryover.pdf](#)

[21-0327](#) Change Order #1 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$33,282 resulting in a decrease in contingency from \$336,125 to \$302,843

**Attachments:** [2019 AWWTP Improvements Staab Change Order No1.pdf](#)  
[210315\\_Staab CO1\\_2019 AWWTP Improvements Project.pdf](#)

[21-0328](#) 2020 Sustainability Report

**Attachments:** [2020 GTLC Annual Report.pdf](#)

[21-0329](#) 2020 Creating A Sustainable City of Appleton Plan

**Attachments:** [Creating A Sustainable City of Appleton \(Master 2020\).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.*

*For questions regarding this agenda, please contact Tony Saucerman at (920) 832-6440.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
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## Meeting Minutes Finance Committee

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Monday, March 8, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

3. Approval of minutes from previous meeting

[21-0251](#)

February 22, 2021 Finance Committee meeting minutes

**Attachments:** [MeetingMinutesFeb 22-2021-11-11-38.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0252](#)

Request to award Unit X-21 Sewer & Water Reconstruction No. 2 to Kruczek Construction, Inc in the amount of \$2,110,110 with a 3% contingency of \$63,303 for a project total not to exceed \$2,173,413

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

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0253](#)

Request to award a design and engineering services contract for the Appleton Public Library to Skidmore, Owings & Merrill in the amount of \$2,721,389 with a 5% contingency of \$136,070 for a project total not to exceed \$2,857,459, and approve the following related 2021 Budget amendment:

**Facilities Management Capital Projects Fund**

Capital Outlay - Library Project	+\$457,459
Proceeds of Long-Term Debt	+\$457,459

to record additional costs of design and engineering services contract (2/3 vote of Common Council required)

**Attachments:**     [2021 Library Architect and Engineers.pdf](#)  
                                 [SOM Letter to Appleton Community 3-8-2021.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0254](#)

Request to approve the disposal of surplus beds

**Attachments:**     [Finance Committee Bed Donation Memo 2021 \(004\).pdf](#)  
                                 [WG&R Brighter Dreams Program.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0257](#)

Request to approve Sixth/Seventh Additions to Emerald Valley Development Agreement

**Attachments:**     [Emerald Valley Development Agreement.pdf](#)

**This Report Action Item was recommended for approval**

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0263](#)

Request to award the City of Appleton's 2021 Parks Hardscapes Project - AMP Parking Lot #3 Reconstruction Project contract to Northeast Asphalt, Inc in the amount of \$289,788 with a contingency of \$50,000 for a project total not to exceed \$339,788

**Attachments:** [2021 AMP Parking Lot #3 Renovation.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[21-0264](#)

Request to award the City of Appleton's Wastewater A & S Building's HVAC Upgrades Phase 2 Project contract to EGI Mechanical, Inc in the amount of \$736,577 with a contingency of \$13,000 for a project total not to exceed \$749,577

**Attachments:** [2021 AWWTP S-Building HVAC Upgrades.pdf](#)

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

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers

**6. Information Items**

[21-0256](#)

The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Fire Department**

Donations	+\$ 1,000
Miscellaneous Equipment	+\$ 1,000

to record donation from the Bill & Ann Guyon Charitable Fund for the purchase of equipment

**This budget adjustment was presented**

[21-0258](#)

Change Order #9 to August Winter and Sons contract as part of the 2017 AWWTP Improvements Projects totaling \$0 resulting in no change from prior contingency balance of \$144,311

**Attachments:** [AWWTP Improvements Change Order No9.pdf](#)

**This change order was presented**



[21-0259](#)

Contract 44-20 was awarded to Vinton Construction for \$2,395,748 with a contingency of \$42,000 for Asphalt Pavement Reconstruction. Change orders were approved totaling \$4,438. Final contract amount is \$2,400,186 with a contingency of \$37,562. Payments issued to date total \$1,872,701.80. Request final payment of \$173,127.11

**This contract was presented**

7. Adjournment

**Siebers moved, seconded by Reed, that the meeting be adjourned. Roll Call.  
Motion carried by the following vote:**

**Aye:** 5 - Lobner, Coenen, Meltzer, Reed and Siebers



*"...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](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/22/2021

RE: Action: Award the City of Appleton's "2021 Pierce Park Lighting Upgrades Phase 2 Project" contract to Elmstar Electric Corp. in the amount of \$113,678.75 with a contingency of 10% for a project total not to exceed \$125,046.

The 2021 Capital Improvement Plan includes \$175,000 to replace the light fixtures at Pierce Park. Of that amount \$17,850 has been utilized for design leaving a construction balance of \$157,150. This is the second phase of a two-phase project to upgrade the lighting at Pierce Park. The first phase of this project included replacing all the light poles and underground wiring at Pierce Park along the park road and parking lot. The second phase includes replacing the lighting along the walking path and replacing the hockey rink temporary light. The existing light poles and wiring are beyond their useful life and are in need of replacement. The first phase of this project was completed in 2020.

The bids were received as follows:

<b>Elmstar Electric Corp. (low bid)</b>	<b>\$113,678.75</b>
Bodart Electric Service, Inc.	\$114,279.00

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Elmstar Electric Corp. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Elmstar Electric Corp. in the amount of \$113,678.75 plus a contingency of 10% only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.

## 2020-2021 Budget Carryover Requests - Not Under Contract

Public Works Capital Projects		Vendor	Project Description	Amount	Justification
4240	680901		G-20 Sequoia Drive Grade/Gravel	287,000	To be bid in 2021. Delay due to timing of connection at adjacent new subdivision
4240	680901		H-20 Asphalt Paving (Spartan, Haymeadow, Sommers)	156,003	Grade and Gravel finished too late in season to allow asphalt install in 2020.
				<b>443,003</b>	
<b>Industrial Park Land Fund</b>					
4280	680100		Industrial Park Land Purchase	799,342	Discussions have been on-going for two years regarding the acquisition of land to secure Appleton's future business and industrial park. We expect to execute this purchase early in 2021.
				<b>799,342</b>	
<b>Facilities Capital Project Fund</b>					
Facilities	Interior		City Hall 5th and 6th Floor Common Space	131,716	This is a multi-phase project overlapping. Design is in process and construction will occur in 2021
Facilities	Interior		City Hall Renovation of Offices	143,145	This is a multi-phase project overlapping. Design is in process and construction will occur in 2021
Facilities	Safesecure		Safety & Security Upgrades	30,000	Work to be completed in 2021, work was deferred to a future phase to align better with other security improvements during renovation.
Facilities	Facreno		Parks Storage Addition	2,118	Shelving bins. We were waiting for shelves to be installed in January to determine what specific bin sizes would be needed
Facilities	Hardscape		Scheig 5 Parking Lot	15,373	Work will be contracted in 2021 to complete project
Facilities	Amphatht		AMP Field Lighting	47,217	These funds will pay for the installation of purchased lighting
Facilities	Playground		New Universal Playground	43,945	Remainder to be used for inclusive upgrades to playground.
				<b>413,514</b>	
<b>Stormwater Utility</b>					
5222	640800		Spot Repairs, Pro. Tap, Min. Dep. Removals	30,000	Delays to N-19 prevented bidding project in 2020
5230	680904		Apple Ridge Cost Share Bridge 2	120,000	To be built in 2021. Delay due to timing of subdivision phase 2
5230	680904		G-20 Sequoia Drive - Stormwater	380,000	To be bid in 2021. Delay due to timing of connection at adjacent new subdivision
				<b>530,000</b>	
<b>Water Utility</b>					
WTRSUPPLY	LKSTAT		Lake Intake & Raw Water Supply	135,103	Balance of project budget to be used for future phases for Intake or Raw Water Supply Main
WTRSUPPLY	INTAKE		Lake Intake & Raw Water Supply	170,656	Intake portion of project is schedule for final phase of project
WTRSUPPLY	SUPLINE		Lake Intake & Raw Water Supply	138,735	Balance of project budget to be used for future phases for Intake or Raw Water Supply Main
53336400	640400		Corrosion Control Study	90,937	Balance of project budget. Study to be completed in 2021.
53379230	640400		Risk Assessment	74,975	Balance may be needed for cybersecurity or other assessments and recommendations that are directed by the US EPA.
				<b>610,406</b>	
<b>Wastewater Utility</b>					
WWUTL	PIPING		2019 Piping Improvement Project	61,713	Balance of total project budget. Construction to start in 2021.
WWFMD	ELECTDISTR		WWTP Electrical Upgrades	29,310	Balance of electrical upgrade budget to be used on future phase
WWFMD	ELECTDISTR		WWTP Electrical Upgrades	1,237,023	Balance of electrical upgrade budget to be used on future phase
WWFMD	HVAC		WWTP HVAC Improvements	50,842	Balance of HVAC budget for S Bldg HVAC project
5422	641600		Asbestos removal	56,635	Additional areas discovered that require testing and potential remediation
WWUTL	PLCSCADA		PLC SCADA	21,686	Equipment upgrades/replacements delayed due retirement of Instrumentation Technician, COVID and status of 2017 Process Improvement project.

WWUTL	SLUDGE		Sludge Digester	750,000	Consultant Contract to be issued to Applied Technologies Inc. in early 2021. Council approval February 2021.
				<b>2,207,209</b>	
<b>Valley Transit</b>					
58073000	680402		Furniture at TC	25,000	Project incomplete
58073000	680300		Whitman remodel	310,614	Project incomplete
58079000	631603		CARES Act funds	191,098	Ongoing expenses
				<b>526,712</b>	
<b>Unclassified General Fund</b>					
12020	66400		State Aid contingency	812,267	Carry forward balance
12020	66400		Fuel Price contingency	137,315	Carry forward balance
12020	66400		Operating contingency	402,298	Carry forward balance
12020	664100		Wage Reserve	2,050,057	Carry forward balance
<b>Community &amp; Economic Development</b>					
15040	640400		Library Neighborhood Study	100,000	Approved at 10/21/21 Council. Gen F/B Policy allocation
<b>Legal Services</b>					
14510	620100		Staff Training	11,000	Due to staff turnover in Legal Services, request to use unexpended training dollars to train new and existing staff in new positions.
<b>Police</b>					
17511	620100		Cellebrite, SWAT, TEMS Training	13,500	Additional training required in 2021 that was cancelled in 2020,
17541	632700		Drone Program	4,180	Delays in AXON Air programming delayed purchase of drone equipment
<b>Library</b>					
16010	659900		Security Guard	50,000	Security Guard coverage for 2020 unused due to pandemic, to increase security in 2021 as we attempt to fully reopen
<b>Total - General Fund</b>				<b>3,580,617</b>	
<b>Grand Total - Not Under Contract</b>				<b>9,110,803</b>	

## 2020-2021 Budget Carryover Requests - Special Consideration

Facilities Capital Project Fund		Vendor	Description	Amount	Justification
Facilities	Traildevel		David and Rita Nelson River Crossing Construction	267,102	Currently in design. Design started 1-21. Monies will be applied to construction
<b>Water Utility</b>					
53206600	640400		Edison Trestle Watermain Design	10,000	Design for a future water main river crossing in conjunction with PRFM design work on the David & Rita Nelson river crossing.
53246600	640400		Private Lead & Copper service replacement	45,000	Based on the EPA final Lead and Copper Rule Revision, we will have approximately 3 years to replace these private services and will need the help of a consultant to develop the City's Replacement Program and complete the grant application.
WTRFMDFAC	HARDSCAPE		Hardscape Project Design	25,000	Positive budget variance from 2020 Hardscape to be used to complete design for 2022 Hardscape projects.
WTRFMDFAC	SAFESECURE		Gate Project	143,519	Positive budget variance from 2020 Hardscape to be used to complete gate project due to estimates for gate security and fire protection costs being higher than the planned 2021 budget..
				<b>223,519</b>	
<b>General Fund</b>					
<b>Police</b>					
17511	632700		TO Magnetic Board	3,250	Table of Organization Magnetic Display Board
17532	632700		AXIS Network Camera System	3,200	AXIS Network Camera System and Cradlepoint NetCloud for Special Investigation Unit
17532	659900		Physical Analyzer Renewal	3,400	License previously paid by Secret Service expired
<b>Total General Fund</b>				<b>9,850</b>	
<b>Grand Total - Special Consideration</b>				<b>500,471</b>	



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**TO:** Finance Committee  
**FROM:** Tony Saucerman, Finance Director  
**DATE:** March 22, 2021  
**RE:** Request approval of final 2020 Budget adjustments

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In closing out 2020, the following funds showed expenditures in excess of budget. I am requesting budget adjustments to bring them back into compliance. All adjustments are fully fundable by revenues or fund balance within their respective funds.

#### COVID-19 Grant Funds

The first three budget amendment requests, Community Development Block Grant, Emergency Shelter Grant, and Police Grants, all stem from grant funds being awarded to these particular programs in 2020 to cover costs related to COVID-19 mitigation. Each of these programs have recurring annual grants that were supplemented in 2020 with additional funding specifically designated for COVID-19 response expenditures. The budget amendment records the additional grant funds received along with the related expenditures.

#### Housing Rehabilitation Grant Fund

The Housing Rehabilitation Grant program is funded by a combination of federal grants and repayments of past home improvement loans made through the program. At the time of budget preparation, the amount of these funding sources for the upcoming year are not certain, so an estimate is made. In 2020, the actual amounts received from both sources were higher than originally budgeted, thus a budget adjustment is being requested to record the increased revenues and related project expenses.

#### Police Grants Fund

The Police Department was awarded unanticipated State grant funds in 2020 related to drug enforcement and response, electronic referrals to County District Attorneys, and local grants for the purchase of equipment. Additionally, amounts received for their recurring annual traffic enforcement grants (seat belt, speed, OWI, and pedestrian/bike enforcement) were greater than originally budgeted. The requested budget adjustment records the additional grant proceeds and related expenditures.

#### Wheel Tax Fund

The Wheel Tax Fund accounts for the monthly remittance of vehicle registration fees collected by the State on behalf of the City. The funds are then transferred from the Wheel Tax Fund to the Concrete and Asphalt Street Reconstruction budgets in the general fund to help fund road reconstruction projects. The amount of wheel tax proceeds collected in 2020 was \$16,329

greater than the amount budgeted (\$1.2 million). The requested budget amendment records the additional wheel tax revenue received along with the related increase in the amount transferred to the general fund for street reconstruction projects.

#### TIF 6 Capital Projects Fund

TIF 6 is located on the east side of the City in the Highway 441/Calumet Street area including the Southeast Business Park. In 2020, a payment was made to New Morning Coffee Roasters pursuant to their offer to purchase land in the Southeast Business Park in 2018. The payment was predicated on their completion of a light industrial building and a subsequent occupancy permit being issued by the City. Since the timing of these contingencies was not certain during the completion of the 2020 Budget, no amounts were included in the 2020 Budget. This budget amendment records this payment. The funding source was the proceeds from the original sale of the land that was recorded in 2018 and thus resided in the fund balance of TIF 6.

#### TIF 8 Capital Projects Fund

TIF 8 includes the Riverheath, Eagle Flats and Eagle Point developments along the City's riverfront. These projects are considered "developer funded" since the developer pays for the costs of the development and a portion of the cost is paid back by the City through increased property tax revenues generated from the increased property values. The excess expenditure in 2020 represents an increased developer payment to Eagle Point due to higher than projected equalized value of the property.

#### General Fund (Wage Reserve)

The wage reserve was established to fund costs related to non-represented compensation plan increases, reclassification of pay grades, and other unanticipated labor expenses. Additionally, as in past years, non-represented staff salary increases for 2020 were budgeted in the wage reserve rather than added to the individual department budgets. If any of the individual department's actual salary expenses exceeded their budgeted expenses at the end of the year, an allocation from the wage reserve was available to supplement the department budget. These budget adjustments seek to transfer wage reserve funds to the Finance and Information Technology departments as part of this allowable allocation.

Thank you for your consideration of these budget adjustments. As always, feel free to contact me if you have questions.

## 2020-2021 Budget Carryover Requests - Under Contract

Sanitation Fund		Vendor	Description	Amount	Justification
2223	632700	Toter LLC	Sanitation Carts	54,050	Product did not get delivered by year end.
<b>Health Grants</b>					
2750	632400	Helmer, Inc.	Freezer replacement	9,780	Immunization freezer, ordered Nov 2020, not delivered prior to year-end
<b>TIF # 11</b>					
4141	659900	Various	TIF #11 Business Enhancement Grants	6,050	the completion of work. Funding will be paid out in 2021 for the completion of one
4142	640400	Omni	Materials Testing - Rocky Bleier	12,776	Construction completed late 2019. Still an active project with DNR and additional requirements possible. On-going quarterly groundwater monitoring. Working with DNR on cap options for quarry site.
				<b>18,826</b>	
<b>TIF # 12</b>					
4151	659900	Various	TIF #12 Business Enhancement Grants	21,541	TIF Business Enhancement Grants allow for one year after the grant agreement dates for the completion of work. Funding will be paid out in 2021 for the completion of one business project still in progress as of year-end.
<b>IT Capital Projects</b>					
ITCAP	ERP	Tyler Technologies	Tax module-CAMA Import/Settlement	8,375	Open purchase order for tax module implementation
<b>Public Works Capital Projects Fund</b>					
4240	680999	WisDOT	Prospect Ave. Bridge over Jackman St.	58,615	Three Party design contract with WisDOT and Bloom Companies.
4240	680999	WisDOT	Lawe Street Bridge over Power Canal	3,463	Three Party design contract with WisDOT and OMMNI
4240	680999	WisDOT	Lawe Street Bridge over Power Canal	19,313	Construction contract with WisDOT
4240	640400	Westwood	Onieda Street Bridge over Jones Park	56,411	DNR testing and monitoring project site continues into 2021
4240	640400	Patrick Engineering	Oneida St. Bridge over Jones Park	45,066	Multi year design & construction engineering contract
4240	640400	Omni	Materials Testing - Oneida Bridge	12,776	requirements possible. On-going quarterly groundwater monitoring. Working with DNR on
4240	632510	Pieper Electric	Traffic	19,643	Product did not get delivered by year end.
				<b>215,287</b>	
<b>CEA Replacement Fund</b>					
4320	680403	Casper's Truck Equipment	Flat bed chipper box	39,867	Product did not get delivered by year end.
4320	680403	Ewald Automotive Group	2500 Truck	36,532	Product did not get delivered by year end.
4320	680403	Ewald Automotive Group	3500 Truck	45,071	Product did not get delivered by year end.
4320	680403	Envirotech Equipment	Dump truck	269,200	Product did not get delivered by year end.
4320	680403	Truck Country of WI	Freightliner	244,050	Product did not get delivered by year end.
4320	680403	Ewald Automotive Group	Jeep Grand Cherokee	27,182	Product did not get delivered by year end.
				<b>661,902</b>	
<b>Facilities Capital Projects Fund</b>					
Facilities	Facreno	Wesenberg Architects	Public Works Office Renovation	122,015	Work to be completed in 2021
Facilities	Facreno	Nordon	Public Works Office Renovation	10,000	The balance of furnishings is on order and will be installed in 2021.
Facilities	Facreno	KCB Supply	Parks Storage Addition	17,914	Shelving was installed in January, 2021 Work Completed. Awaiting invoice
Facilities	Facreno	Miron Construction	FS#1 Bathroom Remodeling	24,023	Construction is carried into 2021
Facilities	Bldgenvlp	Cardinal Construction	MSB Exterior Improvements	4,000	Contingency on project for final punch list items
Facilities	HVAC	Donohue	MSB HVAC	37,900	Construction carried into 2021
Facilities	HVAC	Great Lakes Mechanical	MSB HVAC	433,040	This project was bid to combine 2020 and 2021 funds to complete this project in 2021
Facilities	Statuemon	KCI Conservation	Statue and Monument Restoration	51,849	COVID interrupted work in 2020. Council approved contract to KCI for work in 2021
Facilities	Ampathlt	CR Fochs	AMP Lighting	24,568	AMP lighting Installation in 2021



Facilities	Traildevel	EXP	David and Rita Nelson River Crossing Design/E	200,000	Project engineering and design contract executed on 1/25/2021
				<b>925,309</b>	
<b>Parking Utility</b>					
5123	632800	Tapco	Red Ramp TIBA Parking Signage	15,000	Ramp signage postponed due to pandemic
<b>Stormwater Utility</b>					
5210	640400	RA Smith	2020B Stormwater Plan Review	25,552	Work started in 2020 but not finished includes erosion control review and training, raw water line esc permitting, 3001 Glendale esc permitting, S&D Masonry swmp, North Edgewood 2, Emerald Valley
5210	640400	Brown & Caldwell	2020A Stormwater Plan Review	21,523	Work started in 2020 continuing into 20021 include Fox Valley MOB, Evergreen Heights, Harrison Mirragio, Appleton Ice, Erosion Control Review.
5210	640400	Brown & Caldwell	2020D City-wide Stormwater Plan Update	111,682	Grant project on-going. Expected 2-3 year timeline. On schedule./
5210	640400	McMahon Associates	Oneida St and Lawrence St SWMP	17,782	Project has been on hold but expected to continue.
5222	640800	Hydro-Klean	Spot Repairs, Pro. Tap, Min. Dep. Removals	43,014	Contractor delays, waiting for final closeout documentation
5230	680904	Highway Landscapers	Bear Creek Box Culvert & Spartan/Sommers Retaining Wall	26,606	Significant repair needed to retaining wall in spring/summer 2021. Amount should cover current retainage, extra work for preparing the crack for winter, and \$12,500 agreed to max price for repair
5230	680904	Highway Landscapers	Bear Creek Box Culvert & Spartan/Sommers Retaining Wall	58,116	Contingency
5230	680904	Radtko Contractors	Rubyred Bridge	18,240	Work begun in 2020, scheduled for completion in 2021
5230	640400	Westwood (Omni)	Materials Testing	5,175	Lightning Drive geotechnical on-going
5230	640400	raSmith	Lightning/French Corridor	31,055	Contracted late 2019. Work to be completed in 2021
5230	640400	raSmith	Lightning Dr Extension Design	4,732	Work begun in 2019, scheduled for completion in 2021
5230	640400	raSmith	2020G Lightning Dr 60% Ext Design	48,655	Work begun in 2020, scheduled for completion in 2021
5230	640400	raSmith	2020H Edgewood Dr Study	47,500	Work delayed into 2021, scheduled for completion in 2021
5230	640400	McMahon Associates	2017F Evergreen Alvin Stormwater design and permits	7,472	City provided necessary plan documents to McMahon in December 2020. McMahon to begin permitting work in January 2021 prior to summer 2021 construction.
				<b>467,104</b>	
<b>Water Utility</b>					
53206600	640400	Westwood (Omni)	Materials Testing	49,505	Geotechnical for water main crossing railroad row on Atlantic St, Weimer Ct and Appleton St on-going
53206730	680905	Advance Construction	Ballard Road Water Reconstruction	92,307	Project to be completed in Spring 2021
WTRSUPPLY	LKSTAT	McMahon	Intake Shore Well & Lake Station Upgrades	152,575	Construction started in 2020; will be completed in 2021
WTRSUPPLY	LKSTAT	Miron	Intake Shore Well & Lake Station Upgrades	2,588,989	Construction started in 2020; will be completed in 2021
53336400	640400	Jabobs Engineering Group	Corrosion Control Study	74,905	Project started in 2020, and will continue throughout 2021.
53379230	640400	AECOM	AWIA Risk Assessment	20,300	Project completed for risk planning requirement. Response plan is still needed. Both are required by the US EPA
				<b>2,978,581</b>	
<b>Wastewater Utility</b>					
5427	640800	Hydro-Klean	Spot Repairs, Pro. Tap, Min. Dep. Removals	73,666	Contractor delays, waiting for final closeout documentation
5427	640800	TBD	Spot Repairs, Pro. Tap, Min. Dep. Removals	90,000	Delays to N-19 prevented bidding project in 2020
5431	680903	PTS Contractors	North Edgewood Sanitary Lift Station	27,500	Contingency
WWUTL	PIPING	McMahon Assoc	2019 Piping Improvement Project	83,431	Construction to start in 2021 (available \$56,371)
WWUTL	PIPING	Staab Construction	2019 Piping Improvement Project	3,025,125	Contract was awarded December 2020. Construction to be completed late 2021 or early 2022.
WWUTL	PROCIMPRV	Donohue Assoc	2017 Process Improvement Project	38,299	Project completed late in 2020, punch list items still under review
WWUTL	PROCIMPRV	August Winter	2017 Process Improvement Project	10,000	Balance of budget for any contingency needs discovered during final review.
WWFMD	ELECTDISTR	Patrick Engineering	2019 Substation Design	27,000	Construction started in 2020, to be completed in 2021.

WWFMD	ELECTDISTR	Patrick Engineering	Unit Substation 1 & 2	51,000	Project state late in 2020, construction will start later in 2021
WWFMD	ELECTDISTR	McMahon Associates	Demo/Reno E Bldg Electrical	8,000	Project started late in 2020, construction work will start later in 2021.
WWFMD	ELECTDISTR	Van Ert	WWTP Substation Upgrade	361,764	Construction started in 2020, to be completed in 2021.
WWFMD	HVAC	Donohue Assoc	WWTP D Building Design	4,970	Project started late in 2020, construction will start later in 2021.
WWFMD	HVAC	EGI Mechanical	HVAC A & S Bldg	113,269	Construction started in 2020, to be completed in 2021.
WWFMD	HVAC	B&P Mechanical	WWTP D-Building HVAC	93,976	Contract awarded late 2020, work to be completed in 2021.
WWFMD	HARDSCAPE	McMahon	WWTP Road Repairs	42,790	Design started in 2020, for 2021 construction.
5422	641600	Berglund Construction	Painting at WWTP	5,538	Balance of contingency, project not complete at year-end.
				<b>4,056,328</b>	
<b>Valley Transit</b>					
58072000	680401	Baycom	Radio System	14,209	Project incomplete
58072000	680403	New Flyer	5 Heavy Duty 35ft. Buses	2,533,425	Buses are in production
58075000	680401	Ecolane	Scheduling and dispatch software	13,403	Project incomplete
58072000	680403	Ewald	Staff vehicle purchase	30,032	Vehicle received January 2021
<b>Subtotal - Valley Transit under contract</b>				<b>2,591,069</b>	
<b>GENERAL FUND</b>					
<b>DPW</b>					
17014	640400	Westwood (Omni)	Materials Testing	5,175	Lightning Drive geotechnical on-going
17014	680901	WISDOT	Oneida Skyline Bridge/Prospect Ave. Inter.	3,000	Construction contract with WisDOT
17014	640400		Bike & Ped On-Call Consulting Services	15,000	Project could not be completed in 2020
17022	632510	Tapco	Traffic	1,600	Product did not get delivered by year end.
17032	640400	Westbrook Associated Enginee	Biennial Bridge Inspections	5,922	Contract covers 2 years
17032	640400	Collins Engineering	Bridge Maintenance RFP	2,027	Construction will be completed in 2021
17033	632508	Morton Salt	Road Salt	195,780	Product did not get delivered by year end.
<b>Police</b>					
17511	631603	Oshkosh Fire & Police Equip	Retirement Badges	1,260	Badges ordered in 2020, received in 2021
17511	632101	Ray O'Herron	New officer guns	2,075	Guns ordered in 2020, received in 2021
17511	632700	Advantage Police Supply/ Nels	SWAT equipment	8,520	SWAT body armor, helmets and equip ordered in 2020, received in 2021
<b>Fire</b>					
18033	632700	Jefferson Fire and Safety, Inc.	Fire hose.	3,279	Ordered in early December-longer than usual shipping timeframe.
18033	632700	Elevated Safety	Rope Rescue Equipment	3,910	Shipped on 12/21/2020--didn't arrive until after 1/1/2021.
<b>General Fund Total</b>				<b>247,548</b>	
<b>Grand Total - Under Contract</b>				<b>12,270,700</b>	

**2020-2021 Budget Carryover Requests - Non-Lapsing**

HazMat Contract		Vendor	Description	Amount	Justification
209			Non-lapsing fund balance	392,918	Carryover available fund balance.
<b>Community Development Block Grant</b>					
210			Non-lapsing fund balance	8,972	Carryover available fund balance.
<b>Continuum of Care Grant</b>					
215			Non-lapsing fund balance	4,912	Carryover available fund balance.
<b>HOME Homeowner Grant</b>					
216			Non-lapsing fund balance	359,738	Carryover available fund balance.
<b>Housing Rehab Loan Program</b>					
217			Non-lapsing fund balance	23,393	Carryover available fund balance.
<b>Business &amp; Neighborhood Revitalization Program</b>					
218			Non-lapsing fund balance	1,811	Carryover available fund balance.
<b>Lead Hazard Control Grant</b>					
219			Non-lapsing fund balance	19,209	Carryover available fund balance.
<b>Library Grants</b>					
2550		United Way	Reach Out and Read program	41,964	United Way support for Reach Out and Read program
2550		Various clinics	Reach Out and Read program	53,127	Program revenues for materials
ALA-LBB	LBB		Libraries Build Business grant	1,631	Granted funds from ALA to support Business programs
				<b>96,722</b>	
<b>Health Grants</b>					
27X			Non-lapsing fund balance	3,542	Carryover available fund balance.
<b>GENERAL FUND</b>					
<b>Library</b>					
16032	631500		Lost material replacement	14,192	Patron funds paid to the library for lost materials the library needs to replace
16032	631500		Donations for memorials	553	Donations given to the library for dedicated memorials
LIB-FRIEND			Special program initiatives	37,727	Granted funds from the Friends of APL to support special program initiatives
16021	630100		Ready to Read program	1,167	Granted funds from the community for Appleton Ready to Read
16021	630700 & 630100		ELL programming	6,085	Granted funds from the community for ELL programming
16024	630100		Cultural programming	492	Granted funds from the community for cultural programming
<b>General Fund Total</b>				<b>60,216</b>	
<b>Grand Total - Non-lapsing</b>				<b>971,433</b>	



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

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Department of Utilities  
Wastewater Treatment Plant  
2006 E Newberry Street  
Appleton, WI 54915-3128  
920-832-5945 tel.  
920-832-5949 fax

**To:** Finance Committee Chairperson Kyle Lobner and Members of the Finance Committee

**From:** Chris Stempa, Utilities Deputy Director

**CC:** Chris Shaw, Utilities Director  
Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** March 16, 2021

**Re:** **Informational Item: *Change Order #1 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$33,282 resulting in a decrease in contingency from \$336,125 to \$302,843***

---

On December 2, 2020 Common Council approved contract for the 2019 Appleton Wastewater Treatment Plant (AWWTP) Improvements Project to Staab Construction in the amount of \$2,689,000 plus a 12.5% contingency of \$336,125 for a total cost not to exceed \$3,025,125. The tasks within Change Order #1 represents work that will be added to the original contract scope of work (per Section IV P. of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount and/or completion date. The tasks associated with Change Order #1 are summarized on the attached form.

If you have any questions regarding the project or the associated change order please contact Chris Stempa at 832-2353.

# McMAHON

ENGINEERS ARCHITECTS

1445 McMAHON DRIVE P.O. BOX 1025  
 NEENAH, WI 54956 NEENAH, WI 54957-1025  
 TELEPHONE: 920.751.4200  
 FAX: 920.751.4284

## CHANGE ORDER

McMAHON ASSOCIATES, INC.

STAAB CONSTRUCTION CORPORATION  
 1800 Laemle Avenue  
 Marshfield, WI 54449

Contract No. A0005-9-19-00445  
 Project File No. A0005-09-19-00445.08  
 Change Order No. One (1)  
 Issue Date: March 2, 2021  
 Project: CITY OF APPLETON  
WWTP 2019 Improvements Project

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

	(Item Description)	(Price)
1.1	Provide Three (3) 12" x 16" Eccentric Flex Connectors on Effluent Pumps in Lieu of Concentric Connectors.....ADD	\$2,152.00
1.2	Increase Primary Clarifier Drives From C31 to C42's .....ADD	\$15,122.00
1.4	Provide Two (2) New 18 Foot Filtrate Access Locations .....ADD	\$12,818.00
1.5	Provide New 3-Inch SCH 40 316L SST RFE Line in F2 .....ADD	\$16,367.00
1.6	Demo RFE Line to PD Blowers #1 and #4 .....ADD	\$2,123.00
1.7	Provide Eight (8) 10-Inch Vic Gaskets and Eliminate Two (2) 10 Megaflange Adaptors and PVC Vanstone Flanges From Project	\$0.00
1.9	Provide ceramic epoxy lined DI pipe for blended sludge line instead of glass-lined pipe	(\$15,300.00)
<b>TOTAL</b>		<b>\$33,282.00</b>

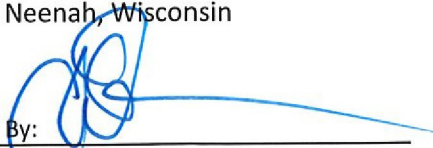
**The Changes Result In The Following Adjustments:**


	CONTRACT PRICE	TIME
Prior To This Change Order	\$2,689,000.00	_____ days
Adjustments Per This Change Order	+ \$33,282.00	_____ days
Current Contract Status	<b>\$2,722,282.00</b>	_____ days

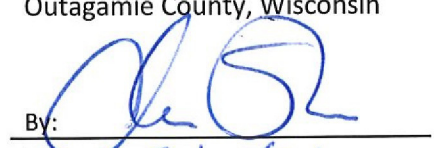
Recommended:  
**McMAHON ASSOCIATES, INC.**  
 Neenah, Wisconsin

Accepted:  
**STAAB CONSTRUCTION CORP.**  
 Marshfield, Wisconsin

Authorized:  
**CITY OF APPLETON**  
 Outagamie County, Wisconsin

By:   
 Date: March 2, 2021

By:   
 Date: 3-9-21 Benjamin J. Lee,  
 President

By:   
 Date: 3/15/21

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four (4) Copies Should Accompany This Change Order  
**Execute And Return To ENGINEER For Distribution**



# 2020 GTLC Annual Report

for Appleton's participation in the Sustainability Component of the Green Tier Legacy Communities Charter

## **MISSION STATEMENT:**

*The City of Appleton is dedicated to meeting the needs of our community and enhancing the quality of life.*

## **TRANSPORTATION**

- Implemented seventh year of City's new Sidewalk Poetry Program.
- Implemented tenth year of adopted City-Wide Bike Lane Plan.
- Updated City of Appleton Trail Master Plan with addendum for additional development on the northside of Appleton.
- Completed the trestle conversion connection between North Island Trail and the Eagle Point Development.



Lawe Street Trestle Conversion - 2020

- Installed Opechee Street trail connecting Pacific Street to Leminwah Street.
- Completed trail connection from Appleton Memorial Park to McDonald Street.
- Added 1.01 miles of new bike lanes (Prospect Avenue) as part of the City's On-Street Bike Lane Plan.
- Total of 151 CEA vehicles equipped with GPS units. Original goal was 100.
- Maintained designation of Silver Level for Bicycle Friendly Community by the League of American Bicyclists.
- Implemented Wayfinding Signage on the Lawe Street Trail and Bridge project.
- Partnered with Outagamie and Calumet Counties on a signal optimization project for the Calumet Street corridor.
- Total of 3.0 miles of sidewalk was added along various locations, for a total of 455 miles of sidewalk.
- Implemented 3<sup>rd</sup> year of new Crosswalk Marking/Enhancement Policy for Uncontrolled Intersection Crossings.
- Replaced nine busses in 2020 with plans to replace nine more in 2021. In total twenty-three City busses with a new clean diesel model expected to be 90% cleaner regarding emissions have been replaced.
- Obtained lease with WE Energies to develop Ellen Kort Peace Park and Trail
- Promoted our new secure bicycle & motorcycle parking area in the Green Ramp
- Continued use of bike racks on City busses. Promotes multi-modal transportation.
- Created an improved pedestrian connection between Rocky Bleier Run and Appleton Street (Riverfront and Downtown)
- Purchased a new fire truck with the newest emissions requirements for low-sulfur.

## **LAND USE**

- Utilized mulch from damaged trees. Have used on playgrounds and various landscaping.
- Recognized by WDNR with a biosolids composting permit at the Wastewater Plant. This is the only facility in the state that operates a biosolids composting facility.
- Incorporated horticultural vinegar for weed control in park playgrounds.
- Utilize biosolids-compost to top-dress athletic fields reducing needs for fertilizers.
- Planted a reforestation area as part of the Leona Pond Project.
- Renovated the riverfront in Telulah Park. Improved the shoreline and installed a kayak launch and fishing pier. Required significant environmental clean-up. Total project cost of \$765,000.
- Implemented seventh year of our Urban In-fill Tree Planting Program.
- Received Tree City USA Award for 29<sup>th</sup> consecutive year.
- Remediated invasive plants in various locations. Invested \$4,000 to hire Applied Ecological Services to cut and treat buckthorn. Also, in-house staff led an effort to eliminate buckthorn.

## **ENERGY**

- A third biogas boiler was installed at the Appleton Wastewater Treatment Plant which uses methane gas production from the anaerobic digestion process. The new boiler is a 5.5 million btu methane boiler which will eliminate the need for the Wastewater Plant to use utility gas for

most of the time. Savings of are anticipated to reach \$400,000+ with the addition of the new boiler.



- The Appleton Water Treatment Facility has now completed four full years of ultraviolet light disinfection. This process, in part, replaced the City ultrafiltration process. In doing so, the City has reduced chemicals, membrane associated materials or consumables, and 1,300,000 kWh of energy each year that in total equates to an annual savings of nearly \$1M.
- The Appleton Wastewater Treatment Plant has installed a high efficiency turbine that will ensure a reduction of 180 kW at the facility. This installation is now the second-high efficiency turbine installation.
- Completed City-owned streetlight LED conversation project. All 1,290 city-owned lights are now LED.
- Worked with WE Energies to convert 25% leased lights to LED.
- Monthly energy data monitoring to analyze energy use enables timely adjustments and or deploy energy efficiency upgrades.
- Installed insulated doors on Bay 9 and 10 for the heated bay on the MSB detached garage.
- Performed a solar analysis for our Municipal Services Garage and obtained budget to install in 2021.
- 267 LED fixtures replaced existing fluorescent fixtures throughout City facilities (see table below for details).



- 54 LED fixtures installed throughout Parks and Trails. (see table below for details)

<b>2020 City of Appleton Facility, Parks, and Trails - LED Fixture Installations</b>	
<b>Facility LED fixtures installed</b>	<b>Quantity</b>
Water Treatment Plant lobby	15
Facilities & Grounds Operations Center vehicle storage garage	32
Facilities & Grounds Operations Center mechanic shop	9
Reid Golf Course Maintenance Building vehicle garage	10
Fire Station #6 exterior building lighting	2
Fire Station #1 including exterior sign	40
City Hall interior lighting (DPW: 155, HR: 4)	159
<b>Total</b>	<b>231</b>
<b>Park &amp; Trail LED fixtures installed</b>	<b>Quantity</b>
Lawe Street Trestle Trail	15
Scheig Center parking lot and driveway	9
Appleton Memorial Park pathway to pavilion	10
Pierce Park site lighting (phase I)	11
Telulah Park large pavilion	6
Vulcan Heritage Hyrdo Electric Replica Building site lighting	2
Veterans Park site lighting	1
<b>Total</b>	<b>54</b>

## **WATER**

- Continued to maintain City's 45 wet ponds and 12 dry ponds to provide water quality and quantity benefits to the community.
- City mowers continue to be equipped with mulching decks. In addition, leaves are mulched in place on City properties.
- Scheig Center Gardens irrigation is all drip to conserve water.
- The Appleton Wastewater Treatment Plant removed approximately 150,000 pounds of phosphorus and reduced phosphorus discharges to the Fox River by nearly 50% from that in 2018.
- Replaced 6 lead services.
- Relayed 3.8 miles of old leaking, undersized watermain.
- Promoted our new Aquahawk Program for customers to track their own water usage.
- Purchased a water correlator to proactive locate leaks to reduce overall water loss and damage to infrastructure.
- Continued our new private sanitary laterals replacement program from sewer main to the home on selected streets.
- Installed two bio-filters within the Scheig Center parking lot.
- Annual Fox Wolf Watershed Alliance clean-up was conducted.

## **WASTE**

- The City's wastewater treatment plant operates the only WPDES permitted biosolids composting operation in Wisconsin. Over 90,000 cubic yards of the City's leaves, brush, and digested biosolids from the wastewater plant have been composted and then offered up to residents and projects.
- Utilized chips from street tree removals as playground and landscape mulch.
- Performed recycling in all City parks.
- Implemented fee 1-1-2020 for the 30-gallon refuse carts to help promote recycling and reduce waste to the landfill.

## **HEALTHY COMMUNITY PLANNING**

- Staff from the Department of Public Works participated in Fox River Cleanup Day on 8/22/2020.
- Continued to provide and expand recreational opportunities with a focus on health through the Parks and Recreation Department.
- Staff continued implementation of the recommendations within the City's *Comprehensive Plan 2010-2003*.
- The City of Appleton continued with the internal Government Alliance for Racial Equity (GARE) team to work on various initiatives
- The Library held a community read featuring Hmong author Kao Kalia Yang and companion programming on Hmong identity.
- The City of Appleton is involved in the "Imagine Fox Cities initiative" with multiple city staff serving on the leadership committee. This is an ongoing regional community visioning project to increase well-being throughout the region. Community Conversations on racial equity were held with the Library serving as facilitators and hosting these discussions held virtually due to the pandemic.

- The Library created resource lists of materials that explore racial equity for all ages.



- The Library received a grant from the American Library Association and Google to create Small Business-Big Impact to build capacity and expand programming to small business and entrepreneurs from low-income and underrepresented groups. Our specific program, Small Business-Big Impact, supports business startup, retention, and expansion efforts for people of color and immigrants.
- The Library offered UndocuAlly Training provided by UW Milwaukee, UW-Milwaukee, Inclusive Excellence Center, DREAMer Taskforce
- The City participated in the Martin Luther King Jr. Day of Service

- Police Department continued to implement Crime Prevention Through Environmental Design (CEPTED) and Active Threat Planning to make public spaces crime free.
- Police Department encouraged and/or partnered with others, such as the Chamber of Commerce to advance workplace wellness programs.
- The City of Appleton is an active participant in the Legacy Community Alliance for Health.
- The City of Appleton created a Climate Change Task Force.
- The Fire Department is working to secure funding to dispose of, clean and replace all firefighting foam that contains PFAC.

### **LEGACY COMMUNITIES SUSTAINABLE STRATEGIES**

A copy of the Legacy Communities Sustainable Strategy Spreadsheet (aka Appendix 3 of the Legacy Communities Charter) is included as an attachment to this report.



# Creating A Sustainable City

A Master Plan to Move the City of Appleton Towards Sustainability

3/14/2021 Update

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## SECTION 1: Introduction — The Issue.

From concerns over climate change, to drought-related water shortages, to air quality, society faces serious environmental issues locally, regionally, nationally and globally. These issues will affect the quality of life today and for generations to come.

There is a growing body of evidence that a shift in human behavior is necessary to counter the tides of over-consumption and environmental degradation; and work for a better future for ourselves, our children and the numerous species that share our planet. Our existing economic systems, agricultural systems and automobile-oriented infrastructure are inherently unsustainable.

### DEPENDENCE ON NON-RENEWABLE RESOURCES

Our economy and lifestyle are dependent on vast supplies of non-renewable resources, primarily derived from fossil fuels. As these resources are consumed, they will become increasingly scarce and more expensive, thus increasing operating budgets and affecting the quantity and quality of services provided. We must plan for this eventuality to prevent a crisis in supply vs. demand. In addition, reducing our dependence on non-renewable fossil fuels reduces greenhouse gases and gives us greater energy independence.

### OVER & EXCESSIVE USE OF NATURAL RESOURCES

We are using some renewable resources faster than nature can replenish them. Examples of this are consumption of water, lumber, wood and paper products, over fishing and soil depletion. Over-consumption of some renewable resources potentially could cause damage and collapse of some ecosystems.

### POLLUTION

Unintended by-products of manufacturing, consumption, and combustion of resources end up in our air, water, soil, and food. Many of these by-products are toxic. Material from consumption is left over as “waste” and buried in landfills. This leads to numerous negative impacts, including consumption of valuable land for landfills, pollution of that land and associated lands and waters with potentially toxic materials, and removal of resources (such as carbon and nitrogen) from natural cycles. Our existing economic systems built environments and cultures are inherently unsustainable. Achieving sustainability in contemporary times will require a major paradigm shift, essentially reversing long-standing trends of consumption and traditional development, and changing our philosophies and behaviors.

## SECTION 2: What is Sustainability?

Sustainability is a broad term that generally means a community or society lives within the means of what the Earth can provide over a long term. When a process is sustainable, it can be carried out over and over without negative effects on the environment or without high costs. The definition of Sustainability for the purposes of this Master Plan is:

“Sustainability meets the needs of the present without compromising the ability of future generations to meet their own needs.”

— United Nations World Commission on Environment and Development.



A sustainable society does not rely extensively on non-renewable resources as a basis for its economy. A sustainable society reduces consumption of renewable resources to levels that can be replenished by nature.

The “Triple Bottom Line” is a common theme for decision-making in a sustainable society. The Triple Bottom Line refers to the consideration of economic stability, environmental sustainability and social equity aspects of a particular decision.

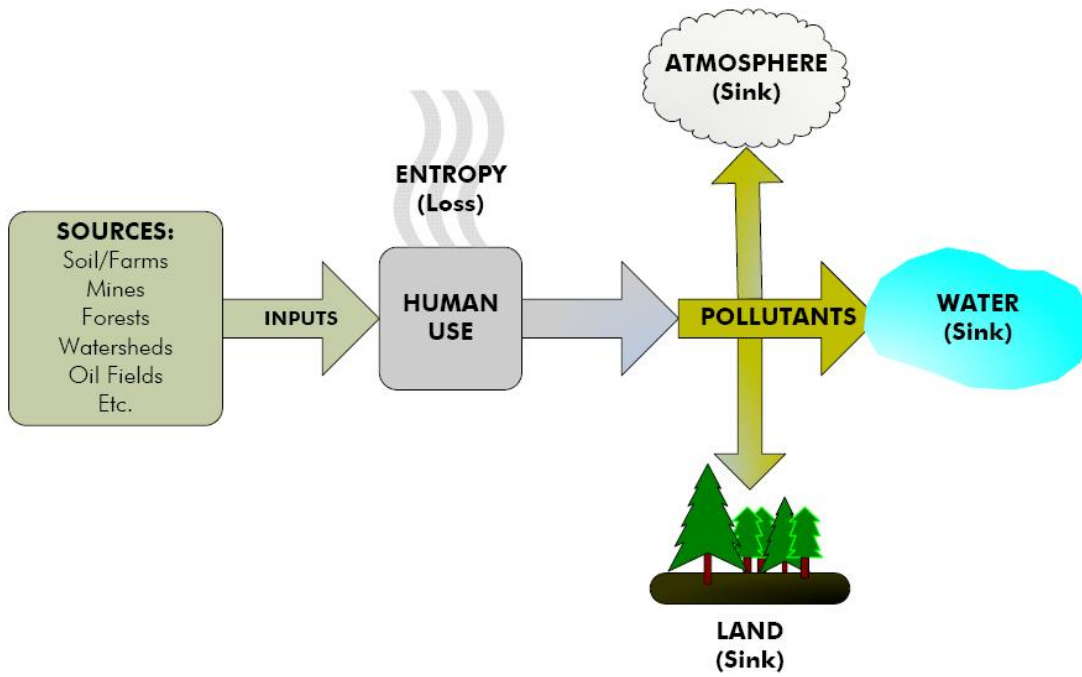
A sustainable society uses non-toxic and/- or biodegradable materials and products and develops “cradle-to-cradle” processes to replace “cradle-to-grave” conventional processes of post-industrial society.

In a “cradle-to-grave” process, materials are moved in a linear fashion rather than through one of nature’s endless cycling and recycling processes. The linear process moves materials that support life from their sources through human consumption that ultimately pollute the sinks (atmosphere, rivers, lakes, ocean, and landscape). Eventually, this one-way process also depletes and destroys the natural landscape on which it depends.

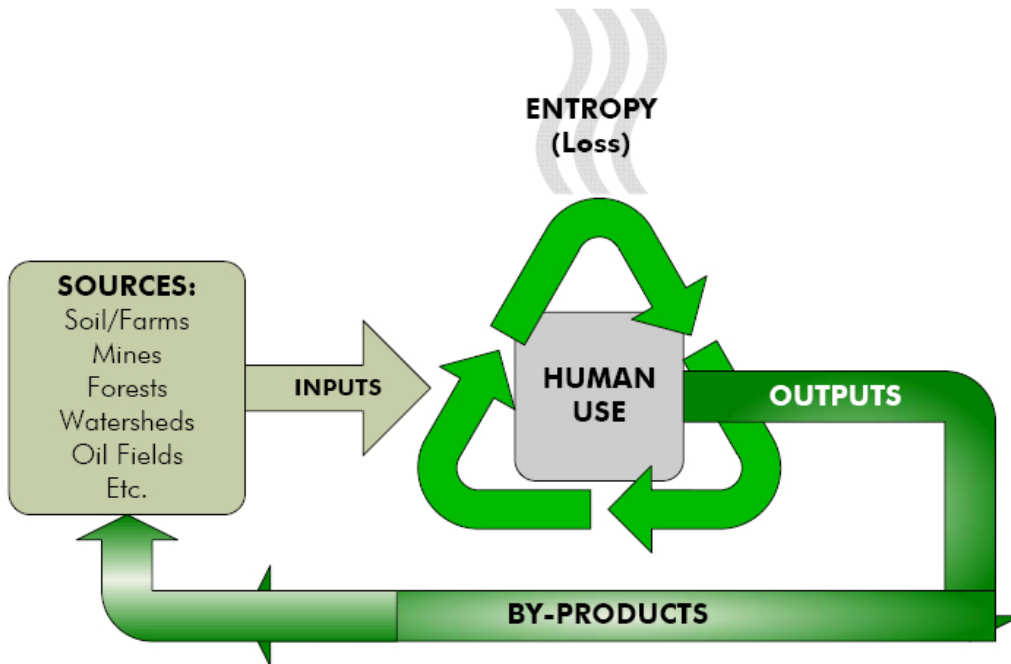
A sustainable or “cradle-to-cradle” process is one that is continually self-renewing. Linear one-way processes must be replaced by cyclic flows, continually regenerating materials that support life. The two diagrams on the next page graphically represent the “cradle-to-grave” and the “cradle-to-cradle” concepts.



“CRADLE-TO-GRAVE”



CRADLE-TO-CRADLE”



## SECTION 3: Creating a Sustainable City

### Why a Sustainability Master Plan?

As a major landowner, employer, building manager, fleet operator, utility owner and operator, consumer of goods and services, and service provider, the City of Appleton has both the opportunity and the capacity to bring about significant improvements in environmental quality in and around the region.

By integrating environmentally sustainable practices into City policies, procedures, operations, and fostering collaboration across City government, the City's Sustainability Master Plan- *Creating a Sustainable City*, will work to protect and enhance the quality of life for present and future generations in the City of Appleton. Leading by example, the Sustainability Master Plan promotes responsible management and effective stewardship of the City's built and natural environments; transforming the City of Appleton into a model government agency that is clean, healthy, resource-efficient, and environmentally conscientious.

What are some things the City can do?

- Practice "Conservation"
- Practice "Restorative Redevelopment"
- Increase the resource efficiency of City facilities.
- Reduce pollution from City vehicles.
- Build and Buy Green.
- Work towards reducing Greenhouse Gas Emissions.
- Reduce the City's use of pesticides.
- Protect and restore the City's Urban Waterways.
- Promote Environmental Stewardship.
- Encourage City employees to drive less.
- Improve and optimize Transportation/Multimodal Infrastructure.
- Improve and expand the City's Green Infrastructure.

Moving towards sustainability will require a new consciousness and commitment to do things differently. It will require the City to: (1) develop new programs and/or change existing programs, (2) establish new priorities, (3) commit resources to sustainable causes, and (4) collaborate with other jurisdictions within the region to achieve sustainability.

The strategy for moving the City of Appleton toward sustainability focuses first on changes the City has control over. The City has the most control over its internal operations. In addition, the City has jurisdiction over changes to the built environment (land use, infrastructure, and building materials and systems through permitting) within its boundaries.

The Sustainability Master Plan is intended to be a means for creating a sustainable community, not an end. The plan is a roadmap to guide future operational and policy decisions. To proceed in a sensible way to change long-standing environmental practices, it is necessary to develop focus areas, goals, and targets to be achieved.

This Master Plan (Plan) provides the policy framework for how the City will operate in a sustainable manner over the next generation. This Plan also has the potential to:

- Increase local and regional job production, thus keeping money in the Appleton regional economy;
- Reduce health care costs, and
- Create public/private partnerships.

The City's Goals and Targets are common to many municipalities within the State, thus having a clearly stated intent the City will be able to create these partnerships to implement this plan.

## SECTION 4: How to Read this Document.

The Sustainability Master Plan is meant to serve as a operating framework for the City of Appleton to ensure sustainability concerns are incorporated into the City's decision-making processes.

The Focus Areas, Goals, and Targets are based on the following Operating Principles:

1. The City will include fiscal responsibility and environmental sustainability in its decision-making processes.
2. The City of Appleton intends to conduct its business in a way that increases the sustainability of this and future generations.
3. The City will use its jurisdiction over the built environment (land use, infrastructure, and building permits) to improve the sustainability of the City.
4. The City will adopt a General Plan that contains key sustainability policies and practices, and recognizes direction provided by this Plan.
5. The City will be a leader and advocate for sustainability efforts at the regional, state, and federal level.

Sustainability for the City of Appleton has been separated into ten Focus Areas. This Plan are comprised of one-page summaries of each Focus Area. Each summary page includes:

Background: Why the City should be concerned about the Focus Category.

Goals: A concise description of the City's objectives that reflects the City's values regarding sustainability.

Targets: Measureable and achievable targets will ultimately be developed to correspond to each Goal. Progress by year is listed annually. When feasible, targets will indicate "the measure" of what improvements has occurred.

Note: This plan does not covert energy savings and/or improvements to CFC's. Though this can be a means of measuring reductions in carbon gas emissions, the conversion factors are arbitrary and estimated. For the purposes of this plan measurements utilized are those than can be accurately accounted such as therms, kWh's, miles, etc.

References:

This sustainability plan is not intended to duplicate the myriad of sustainable efforts City-Wide. Please reference these additional documents for additional resources outlining the comprehensive umbrella of the City's sustainable goals and achievements.

1. City of Appleton Comprehensive Plan
2. City of Appleton Trail Master Plan
3. Health in all Policies Ordinance
4. Parking Study
5. Complete Streets Policy
6. Methane Gas Utilization Plan
7. City of Appleton Strategic Plan
8. Departmental Strategic Plans

# 1. Energy Independence

**Background:** The United States is dependent on foreign oil; the country imports 60% of its supply and that percentage increases each year. World demand for oil continues to increase each year. Oil supplies are finite and at some point, will decline. These facts could eventually translate into a worldwide shortage of gasoline and diesel fuels, negatively affecting the federal trade deficit, harming local job creation, and increasing national security concerns. In addition, the use of carbon-based fossil fuels creates greenhouse gas emissions.

It is estimated that it will take many years to transition from a fossil fuel economy to a renewable fuel's economy. This time lag between the demands and supply of fuel technology and availability could create challenging market conditions. A gradual transition towards renewable energy is prudent, recognizing that technological advances in renewable energy sources are encouraging.

The City must continue to support more sustainable land use patterns such as transit-oriented development (TOD), green building design, energy efficiency, alternative transportation options and the use of renewable energy sources for both public and private developments and support local and regional job creation through development of renewable energy production facilities.

## **Goals:**

1. Significantly reduce the use of fossil fuels.
2. Improve the availability of locally and regionally produced renewable energy.
3. Improve overall energy efficiency.
4. Reduce peak electrical demand.
5. Replace or renovate obsolete systems, structures, etc. that conflict with this sustainability plan (buildings, facilities, systems, vehicles fleets, etc.).
6. Encourage and recruit green technology companies to locate in the City.

## **Targets:**

1. Reduce energy consumption (electricity, natural gas, motor fuels) of City facilities on a unit basis to a level lower than the year before.

## **Actions:**

1. Remain and actively participate as a WI Green Tier Legacy Community.

Green Tier Legacy Communities demonstrate leadership in improving the economy, the environment, and the quality of life in their communities. Moving forward, we will be

continuously working to increase the number of municipalities participating in this innovative program.

1000 Friends of Wisconsin announced the formation of the Charter in December 2010. It was signed by the DNR; 1000 Friends of Wisconsin; League of Wisconsin Municipalities; Municipal Environmental Group – Wastewater; Center on Wisconsin Strategy and Wisconsin Energy Conservation Corp. They aligned their efforts in support of Sustainable Community development.

Communities participating in the charter will have direct access to a Wisconsin DNR resource team that will provide technical assistance to communities and act as a single point of contact for all interactions between the community and the department. Other nongovernmental partners in the charter will also provide technical assistance to participating communities.

- 2010 - The City of Appleton became one of the first five Communities to become a Green Tier Legacy Community in Wisconsin.
- Annually – The City of Appleton attends or hosts meetings for Green Tier.
- Annually – The City of Appleton provides a report and report card to Green Tier.
- 2020 – Marks the 10-year Anniversary of Green Tier. 28 Communities are now Legacy Community members.

## 2. Adopt and begin to implement a City Wide on-street bike lane plan.

- 2010 - Common Council adopted Appleton's On-Street Bike Lane Plan (September 2010). To date 7.83 centerline miles of bike lanes were implemented.
- 2012 – Installed bike lanes on Newberry Street.
- 2012 – Installed bike routes on Packard Street.
- 2012 – Installed bike routes on State Street.
- 2012 – Approved design to “Road Diet” Ballard Road from 4 lanes to 3 lanes and add bike lanes when road reconstructed in 2013. Also added 0.83 miles of side-paths on Ashbury Drive.
- 2014 – Added 1.0 mile of new bike lanes as part of City's On-Street Bike Lane Plan.
- 2014/2015 – 1.94 centerline miles of bike lanes installed. Also added 0.67 miles of side-paths on Apple Hill Boulevard.
- 2015 – Added 2.0+ miles of new bike lanes (Badger Avenue) as part of the City's On-Street Bike Lane Plan. Also added 0.37 miles of side-paths on Newberry/Riverheath Drive.
- 2016 – Added 1.25 miles of new bike lanes (John Street) as part of the City's On-Street Bike Lane Plan
- 2017 – Added 1.27 miles of new bike lanes (Eisenhower Drive, Lawrence Street and CTH JJ) and 1.77 miles of shared use lanes (Washington Street, Drew Street, Franklin Street and Water Street) as part of the City's On-Street Bike Lane Plan. Also added 1.09 miles of side-paths on CTH JJ and Eisenhower Drive.
- 2018 - Added 2.67 miles of new bike lanes (Oneida St, Olde Oneida St, Calumet St, Roeland Av, Valley Rd, Midway Rd, Lake Park Rd) as part of the City's On-Street Bike Lane Plan. Also added 0.79 miles of side-paths on Lake Park Rd and Oneida St.
- 2018 - S. Oneida Streets was converted into a complete street with bike lanes, bus route shelters and the Marigold Mile.
- 2018 - Implemented 1st year of new Crosswalk Marking/Enhancement Policy for Uncontrolled Intersection Crossings.
- 2019 – Implemented 2<sup>nd</sup> year of Crosswalk Enhancement Program upgrading 5 crossings.

- 2019 – Added 2.17 miles of new bike lanes on Appleton St, Evergreen Dr and Telulah Av.
  - 2020 – Implemented 3<sup>rd</sup> year of Crosswalk Enhancement Program upgrading 5 crossings.
  - 2020 – Added 1.01 miles of new bike lanes on Prospect Avenue.
  - 2020 – Implemented tenth year of the adopted City-Wide Bike Lane Plan.
3. Replace all city-owned streetlight with LED fixtures.
- 2012 – Retrofitted 50 HPS streetlights to LED lights.
  - 2013 – Have 810 city-owned lights of which 280 are now LED.
  - 2017 – Have 1094 city-owned lights of which 680 are now LED.
  - 2017 – Worked with We Energies to convert 315 leased lights to LED.
  - 2018 - Continued streetlight LED conversion project. 1250 city-owned lights of which 706 are now LED.
  - 2019 – Continued streetlight LED Conversion Project. 1124 of the 1290 lights are now LED.
  - 2019 – Worked with We Energies to convert 313 leased lights to LED.
  - 2020 – Completed City-owned streetlight conversion to LEDs. Total of 1,290 lights.
  - 2020 – Worked with WE Energies to convert 25% of leased streetlights to LEDs.
4. Install GPS units on (100) CEA vehicles.
- 2012 – Purchased (10) additional GPS units to monitor vehicle idling and improve vehicle routing.
  - 2013 – Total of 27 CEA vehicles equipped with GPS to minimize travel times.
  - 2017 – Total of 108 CEA vehicles equipped with GPS units.
  - 2018 - Total of 146 CEA vehicles equipped with GPS units.
  - 2019 – Total of 151 CEA vehicles equipped with GPS units.
  - 2020 – Continued to maintain 151 CEA vehicles equipped with GPS units exceeding original goal by over 50%
5. Utilize methane expelled from the Wastewater Treatment Plant process to heat the facilities.
- 2011 Installed (2) methane boilers and a storage tank which utilized the expelled methane as fuel to heat facilities versus the purchase of natural gas from the utility.
  - 2017 Working with engineers to analyze and design a third methane boiler.
  - 2017 Engineering an additional high efficiency turbine that will ensure a reduction of 180 kW at the facility. This will be a second-high efficiency turbine installation.
  - 2018 - The City's wastewater plant is designing a third biogas boiler that uses methane gas production from the anaerobic digestion process.
  - 2018 - Wastewater Plant - Installing an additional high efficiency turbine that will ensure a reduction of 180 kW at the facility. This will be a second-high efficiency turbine installation.
  - 2020 Wastewater Plant installs and commissions a third waste gas boiler that provides building heat to the remaining half of the 17 buildings on site. Additionally, the heat will be used in the anaerobic digestion process to bring 4.4 million-gallon digesters to a constant mesophilic temperature range.
  - 2020 Wastewater Plant completes contract project to install and begin operating high efficiency turbine that addresses pollutant loading to the plant
6. Reduce electrical consumption in City facilities.
- Annually – Manage peak demands at facilities. Facilities Management and Operations Staff

have been trained.

- Annually - Water Treatment Facility is projected to reduce electrical by 15% in 2017. The reduction is a result of the addition of the ultraviolet light process. This reduction equates to 970,000 kWh annually.
- Annually - The water plant is now completed two full years of ultraviolet light disinfection. This process, in part, replaced the City ultrafiltration process. In doing so, the City has reduced chemicals, and energy costs by close to \$1M or a reduction of 970,000 kWh annually.
- Annually – Since 2005 have reduced by 6.24 million kWh's (23.6%) annually totaling over 53.9 million kWh's.

7. Reduce natural gas consumption in City facilities.

- Annually - The water plant is expected to reduce gas usage by 27% in 2017. This equates to a reduction of 48,000 therms. This change in use is a result of the transition to the ultraviolet light process.
- Annually – Since 2005 have reduced by 265,332 therms (27.1%) annually totaling over 2.49 million therms saved.

8. Reduce motor fuel consumption in City facilities.

- 2015 – Purchased new style garbage truck chassis that is more fuel efficient.
- 2015 – Implemented an automatic idle reduction program for all heavy trucks (Class 7 & 8).
- 2018 - GIS worked with Transit to support a new bus route App.
- 2018 - Partnered with Outagamie and Calumet Counties on a signal optimization project for the Calumet Street corridor.
- 2018 - Replaced one City bus with a new clean diesel model expected to be 90% cleaner regarding emissions.
- 2019 - Replaced nine City buses with a new clean diesel model expected to be 90% cleaner regarding emissions.
- 2020 – Replaced nine City busses with new clean diesel models expected to be 90% cleaner regarding emissions. In 2021 it is anticipated the entire fleet of 23 will have been replaced resulting in a significant amount of carbon emission reduction.

9. Analyze alternative fuel sources for CEA fleet.

- Various - New vehicles purchased are E85 compatible.
- Various - Met with propane supplier to analyze feasibility of using propane for refuse vehicles.
- Various - Met with Compressed Natural Gas supplier to analyze feasibility of using CNG for CEA fleet vehicles.

10. Evaluate opportunities for employees to work from home (Certain staff were approved to work from home).

- 2016 –Community & Economic Development
- 2017 – Department of Public Works
- 2018 – Work from Home Program expanded, and a Policy was Developed.
- 2019 – Implemented flexible work from home options for staff and have seen greater participation.
- 2020 – Significant amount of staff throughout the City worked from home due to COVID-19.



## 2. Climate Protection

**Background:** Human activities may be altering Earth's climate by emitting greenhouse gases such as carbon dioxide into the earth's atmosphere. Some believe that over the next century the earth's average temperature will increase between 2° F and 10° F. Predicted local impacts under this scenario include, but are not limited to the following:

- Heat waves will be more intense, will occur more frequently, and will be sustained for longer periods.
- Since more precipitation will fall as rain rather than snow, the risk of winter flooding may increase.

We are already committed to addressing climate change, however, the sooner we act, and the more we do, the better the outcome. The City has greatest control over its own operations, however, there is potential for the greatest emissions reductions through the City's jurisdiction over the built environment. Furthermore, by providing a positive example of what can be accomplished, the City may influence other jurisdictions to achieve their own climate protection goals. However, the second leg of the "Triple Bottom Line", economic stability must be considered when determining the voracity at which climate impacting decisions are made.

In 2019 the City of Appleton passed a resolution to create a Climate Change Task Force.

### **Goals:**

1. Reduce Greenhouse Gas Emissions through Goals, Targets and Actions as outlined in the other (9) Focus Areas of this plan.

# 3. Air Quality

**Background:** Air quality is a major environmental health issue for Appleton, particularly in the summer when an inversion layer traps pollutants close to the ground. Vehicles and other mobile sources powered by combustion (such as lawnmowers) cause 70% of our air pollution. Although ozone in the upper atmosphere protects us from harmful ultraviolet rays, at the ground level it is an irritant that causes the eyes to burn, and it can damage lung tissue. Other problematic air pollutants include carbon monoxide, hydrocarbons, sulfur dioxide, and oxides of nitrogen (NOx).

The air quality in the Appleton region has likely improved in the last decade due to cleaner cars, reformulated gasoline, vapor recovery systems on gasoline dispensers, and state and federal regulations for solvents in paints and other consumer products. However, in the future the combined impact of more people, more cars, and more hot days due to global warming will make meeting air quality standards a greater challenge.

It is expected that our community will continue to grow. If present trends continue, residents will drive many more miles annually and spend more time in their cars, which will have a negative effect on air quality. In addition, the increase in energy demand accompanying projected population increases will create the demand for additional power plants; this will further threaten our air quality.

## Goals:

1. Encourage City Employees to drive Internal Combustion Engine (ICE) powered vehicles less and engage in clean air practices.
2. Utilize fuels that are friendly to the environment.

## Targets:

1. Reduce sulfur levels in diesel and gasoline fuels, concurrent with using advanced emission controls on all buses and fleets to reduce particulate matter and smog-forming emissions from those fleets when economically feasible.
2. Reduce vehicle idle times and consider efficiencies in operation of equipment utilizing gasoline fuels.
  - Annual - Employees are trained on taking direct routes to work sites.
  - Annual - Mowing is limited to areas that are high in early and late season.
  - Annual - Workers and equipment have been stationed closer to work sites and work out of three different sites reducing fuel consumption and emissions.
  - 2015 – Implemented an automatic idle reduction program for all heavy trucks (Class 7&8).

## Actions:

1. Increase the quantity of bike paths, bike storage, etc.
  - 2010 – Common Council adopted Appleton’s On-Street Bike Lane Plan (September 2010).

To date 7.83 centerline miles of bike lanes were implemented.

- 2011 - Added fenced area for employees to park bikes within the Blue Ramp.
  - 2012 – Installed bike lanes on Newberry Street.
  - 2012 – Installed bike routes on Packard Street.
  - 2012 – Installed bike routes on State Street.
  - 2012 – Approved design to “Road Diet” Ballard Road from 4 lanes to 3 lanes and add bike lanes when road reconstructed in 2013.
  - 2013 - Added Apple Hill Trail (0.75 miles)
  - 2013 – Installed bike posts as part of the Houdini Park Project. Working with Lawrence University students to design and fabricate bike posts to be installed in Soldier Square and Library parking lot.
  - 2014 – Added 1.0 mile of new bike lanes as part of City’s On-Street Bike Lane Plan.
  - 2014/2015 – 1.94 centerline miles of bike lanes installed.
  - 2015 – Added 2.0+ miles of new bike lanes as part of the City’s On-Street Bike Lane Plan.
  - 2016 - Added Bike Fix-It Station at Library. Donated by ADI and Fox Cities Cycling Association.
  - 2016 – Added 1.25 miles of new bike lanes as part of the City’s On-Street Bike Lane Plan (John Street).
  - 2016 – Adopted a Complete Streets Policy in July 2016.
  - 2016 – Created the Fox Trot Trail connecting downtown to the riverfront.
  - 2017 - Acquired (3) Train Trestles to covert to trails. Two will be connecting trails.
  - 2018 - Added 2.67 miles of new bike lanes (Oneida St, Olde Oneida St, Calumet St, Roeland Av, Valley Rd, Midway Rd, Lake Park Rd) as part of the City’s On-Street Bike Lane Plan. Also added 0.79 miles of side-paths on Lake Park Rd and Oneida St.
  - 2019 – Added 2.17 miles of new bike lanes (Appleton St, Evergreen Dr and Telulah Av) as part of the City’s On-Street Bike Lane Plan. Also added 0.6 miles of side-paths on Evergreen Dr and Cedar St. Trail connects Alicia and Lutz parks.
  - 2019 – Completed design for Ellen Kort Park Trail.
  - 2019 - Completed trail at Vulcan Heritage Park to Water Street.
  - 2019 – Completed design for Appleton Memorial Park to McDonald Street trail connection.
  - 2020 – Installed bike lanes on Prospect Avenue.
  - 2020 – Updated the City of Appleton Trail Master Plan for additional development on the northside of Appleton.
  - 2020 – Completed the trestle conversation connection between the North Island Trail and the Eagle Point Development.
  - 2020 – Completed trail connection from the Appleton Memorial Park to McDonald Street.
  - 2020 – Implemented Wayfinding Signage on the Lawe Street Trail and Bridge Project.
2. Install additional sidewalk to provide alternative means of transportation resulting in less creation of carbon dioxide emissions.
- 2012 – Reconstructed/repaired \$600,000 of sidewalk to maintain our walkable community.
  - 2012 - Total of 0.5 mile of new sidewalk added.
  - 2013 - Total of 1.0 mile of new sidewalk added.
  - 2014 – Total of 3.0 miles of sidewalks added along Apple Hill Boulevard, Meade Street, Plank Road and Richmond Street.
  - 2014 - Implemented City’s new Sidewalk Poetry Program
  - 2015 - Total of 1.0 mile of new sidewalk added along Glendale Avenue and other locations.
  - 2015 - Implemented second year of City’s new Sidewalk Poetry Program
  - 2016 - Implemented third year of City’s new Sidewalk Poetry Program
  - 2016 - Pedestrian improvements constructed along Midway Road.

- 2016 - Constructed Jackman Street stairs connecting Prospect Avenue to Water Street.
- 2016 - Completed Downtown Mobility Study approved by Council in August 2016.
- 2016 - Total of 1.0 mile of sidewalk added along Lake Park Road, Plank Road and other locations.
- 2017 - Implemented fourth year of City's new Sidewalk Poetry Program
- 2017 - Total of 1.0 mile of sidewalk was added along Edgewood Drive and various other locations, for a total of 444 miles of sidewalk.
- 2018 - Total of 1.0 mile of sidewalk was added along various locations, for a total of 451 miles of sidewalk.
- 2018 - Implemented fifth year of City's new Sidewalk Poetry Program.
- 2019 – Implemented sixth year of City's Sidewalk Poetry Program.
- 2019 – Total of 1.0 miles of sidewalk was added along various locations, including Evergreen Drive, for a total of 452 miles of sidewalk.
- 2019 – Completed design to convert abandoned trestle to trail with construction in 2020.
- 2019 – Implemented the second year of the Trail Master Plan.
- 2019 – Created an improved pedestrian connection between Rocky Bleier Run and Appleton Street (Riverfront and Downtown).
- 2020 – Total of 3.0 miles of sidewalk were added for a total of 455 miles of sidewalk.
- 2020 – Implemented seventh year of City's Sidewalk Poetry Program.

3. Install bike racks in downtown area.

- 2014 – Converted one parking stall for an on-street bike corral at 231 E. College Avenue during the non-winter months.
- 2015 - Added fenced area for employees to park bikes within the Blue Ramp.
- 2016 – Added bike posts on the State Street bump out south of College Avenue.
- 2016 – Placed bike rack on the bump out at the Johnston/Morrison intersection.
- 2017 – Collaboration with Lawrence University on their class “Environmental Studies 300: Bicycling & Sustainable Communities” Class project deliverables are (1) Count bike parking facilities in the downtown, (2) Map bike parking facilities, (3) Draft survey about bike parking for downtown business owners.
- 2019 – Created a secured bicycle & motorcycle parking area in the Green Ramp.
- 2019 – Added two bike fix-it stations along Apple Creek and Newberry trails.
- 2019 – Continued program to utilize bike racks on City busses to promote multi-modal transportation.
- 2020 – Promoted the new secured bicycle and motorcycle parking in the Green Ramp.

4. Obtain designation of being a Bicycle Friendly Community by the League of American Bicyclists.

- 2013 – Obtained designation of Bronze Level.
- 2017 – Obtained designation of Silver Level.
- 2018 – Maintained designation of Silver Level for Bicycle Friendly Community by the League of American Bicyclists.
- 2019 – Maintained designation of Silver Level for Bicycle Friendly Community by the League of American Bicyclists.
- 2020 – Maintained designation of Silver Level for Bicycle Friendly Community by the League of American Bicyclists.

5. Analyze the potential for incentives provided to downtown parking for those driving hybrid or low emission vehicles.

6. Analyze the potential for the procurement of hybrid or low emission vehicles.
  - 2012 – Purchased two hybrid Ford Fusions to replace traditional gas-powered staff vehicles.
  - 2019 – Valley Transit utilizing two hybrid vehicles for staff transportation.
  - 2019 – Purchased new Fire Truck with lower emissions discharge.
  - 2019 – Replaced nine City busses with new clean diesel. Projected to be 90% cleaner regarding emissions over previous busses replaced.
  - 2019 – GIS worked with Transit to create a new bus route app.
  - 2019 – Installed new scheduling software to reduce greenhouse gas emissions.
  
7. Optimize traffic signals throughout the City.
  - 2013 – Optimized signal phasing and timing at the Ballard/Capital/Glendale intersections.
  - 2017/2018 - City partnered with Outagamie and Calumet Counties on a signal optimization project for the Calumet Street corridor.
  
8. Modify City Ordinance to eliminate minimum parking stall requirements.
  - Annually – Development Projects located within the Central Business District Zoning are not required to install off-street parking spaces. Regulation 23-172 (d)(1) is enforced.

# 4. Material Resources

**Background:** Landfills have historically been the lowest cost alternative for eliminating waste, however many factors are causing this traditional method to become less attractive:

- Global warming: decomposing organic waste emits carbon dioxide and methane from landfills, both negatively affect global warming
- Diminishing resources; many useable, valuable resources are now buried in existing landfills
- Overuse of non-renewable resources: improved recycling can reduce stress on renewable resources and increase the life of existing landfills
- Land values: Landfills consume valuable land and diminish surrounding land values
- Transportation costs: Increased regulation and land values combine to cause many cities to ship their waste to landfills hundreds of miles away
- Energy production: The energy content from a typical residential waste stream could possibly provide 25 to 50% of a home's energy needs
- Water quality: Rain and landfills combine to create leachates, which can cause local groundwater contamination concerns

In addition, the use of toxic materials to meet the needs of citizens and businesses frequently causes unintended consequences, e.g., mercury in fish and DDT causing a decline in bird birth rates. Recycling and composting are more sustainable alternatives to landfills. Both reuse materials that would otherwise be wasted. Recycling is economical, saves energy, metals and forests.

## Goals:

1. Reduce consumption.
2. Encourage the reuse and local recycling of materials.
3. Reduce the use of pesticides and other toxic materials.

## Targets:

1. Implement an Environmentally Preferred Purchasing (EPP) policy which may include bid preferences to suppliers that meet minimum sustainability criteria as defined by the City of Appleton.
2. Reduce the use of pesticides in City parks and facilities relative to an established baseline year.
3. Work to reduce the use of disposable, toxic, or non-renewable product categories within the City limits.

## Actions:

1. Increase fees for 35, 60- and 90-gallon residential refuse containers.
  - 2011 - Fees last increased.

- 2018 - Council approved fee increases to be implemented 1-1-2019 for refuse carts to help promote recycling and reduce waste to the landfill.
  - 2019/2020 – Council approved fee increase for 30-gallon carts to be implemented 1-1-2020 to help promote recycling and reduce waste to the landfill.
2. Maximize landfill diversion given reasonable cost effectiveness of constraints.
- 2012 – Recycling containers placed in all City parks.
  - 2013 – Worked with stakeholders to maximize landfill diversion given reasonable cost effectiveness of constraints. City increased diversion rate from 18.8% to 21.7% with the implementation of new 96-gallon automated recycling cart program.
  - 2014 – Purchased and delivered smaller recycling cart option for interested residents.
  - 2014 – Purchased automated recycling carts for College Avenue in Downtown area.
  - 2015 – Purchased 10 additional automated recycling carts for College Avenue in Downtown area.
  - 2016 - Diversion rate increased to 23.7%
  - 2018 - All plastic bottles and containers are now accepted as part of the County's residential recycling program.
  - Annually - Performed recycling in all City parks.
3. Develop a process to provide City's leaf mulch to organizations, groups, etc. that are gardening and potential for satellite locations in neighborhoods to have these materials available for better convenience and transport.
- Annually - DPW has provided wood chips and mulch for Rock the Block over the past several years.
  - 2018 - WDNR issued Appleton's wastewater plant a WPDES permit for biosolids composting. A good portion of the City's leaves, brush, and digested biosolids from the wastewater plant, are composted and then offered up to residents and projects.
4. Reuse City storm damaged and disease damaged trees as playground and landscape mulch.
- Annually – utilize mulch from damaged trees. Have used on playgrounds and various landscaping.
5. Utilize biosolids-compost to reduce the use of petroleum-based fertilizers.
- 2020 Planned the relocation of biosolids composting from Outagamie County site to treatment plant. Planning will be integral with the future design of the biosolids storage facility addition in 2021.
  - 2020 – Over 90,000 cubic yards of the City's leaves, brush and digested biosolids have been composted and offered to residents and projects.
  - Annually – Utilize biosolids-compost to top-dress athletic fields reducing needs for fertilizers.
6. Work with stakeholders to Investigate the potential to recycle other plastics not currently collected curbside (i.e., #5, most prevalent).
- 2013 – Worked with Outagamie County and stakeholders towards a capital project to add new plastics and cartons to their recycling stream with a targeted implementation in 2014.

- 2017- All plastic bottles and containers are now accepted as part of the County's residential recycling program.

7. Implement an Environmentally Preferred Purchasing (EPP) policy which may include bid preferences to suppliers that meet minimum sustainability criteria as defined by the City of Appleton.

Annually – Utilize Procurement and Contract Management Policy to include Environmentally Preferable Procurement guidelines.

8. Reduce the use of pesticides and herbicides in City parks and facilities relative to an established baseline year.

- 2008 – A Turf Management Policy was approved by Common Council to manage the use of chemicals to manage City turf. Several reductions have occurred since to minimize the use of pesticides and herbicides on parkland and at Reid Golf Course. There is no specific measurable for this currently. Note that phosphorus is no longer being utilized.
- Annually - Incorporated horticultural vinegar for weed control in park playgrounds.
- 2019 – A Turf Management Policy was updated and approved by Common Council.



# 5. Public Health and Nutrition

**Background:** The City currently has wellness programs, community gardens, trails and exercise facilities. By improving public health, health care costs can be reduced, thus assisting to improve overall City quality of life.

Recent research has connected public health and smart growth. A report for the US Green Building Council concludes that such smart development factors such as density, mix of uses, access to recreation facilities and even population and income diversity can be directly related to improved health and fitness of the population.

## Goals:

1. Improve the health of residents through access to a diverse mix of wellness activities and locally produced food.
2. Promote “greening” and “gardening” within the City.
3. Create “Healthy Urban Environments” through Restorative Redevelopment.
4. Implement Health in All Policies

## Targets:

1. Work to maximize the quantity of roads in the City that are “Complete Streets,” efficient and safe for all modes of travel.
  - 2015 – Badger Avenue complete street project completed in 2015.
  - 2016 – Adopted a Complete Streets Policy in July 2016.
  - 2016 – John Street complete street project completed in 2016.
  - 2017 – Lawrence Street complete street completed in 2017.
  - 2018 – S. Oneida Street complete street project will be constructed in 2018.
2. Redevelop or rehabilitate areas within the City or aged city facilities based on old, wasteful and/or dysfunctional designs to achieve better results for people and the environment.
  - Ongoing – continue to update Facilities Management Master Plan to address facility deficiencies.
  - Ongoing – continue to update work environments and workstations as budget allows for City employees.
  - Annually – ARA was established in 1972 to promote Urban Renewal & Eliminate Blight. Initiatives/projects include: RiverHeath, Foremost – Eagle Point, Eagle Flats, Eagle Plastics & Supply, Union Square Apartments and Woolen Mills.
  - 2018 - The Department of Community and Economic Development participates in the InDevelopment seminar each year to promote economic development and investment in our City. Appleton will be the host community for the 2019 InDevelopment seminar and will be

invited to showcase current development projects and future development opportunities as part of the formal presentation.

- 2018 - Updated the zoning code to allow residential uses on the first floor within CBD Central Business District zoning if the property is 120-feet off College Avenue.
  - 2018 - Staff analyzed and shorten the annexation process.
  - 2018 - New waterfront/riverfront development has included trails along to the river to provide access and recreational opportunities to the public. Recent projects that include river front trails are: Eagle Flats, Eagle Point, Riverheath and the anticipated Navigational Authority Visitors Center. The docks at Riverheath are also being utilized by a tour boat company to allow access to the river.
  - 2018 - Completed all improvements required for the Council approved R/R Quiet Zone Plan to be implemented in 2019.
  - 2019 - Downtown Appleton saw the announcement and commencement of several new residential and mixed-use developments, furthering the City's goal of creating over 465 new residential units in the downtown per the City's Comprehensive Plan 2010-2030. These projects included the historic renovation and new construction at the site of several dilapidated buildings such as Gabriel Lofts (21 units), the former Northshore Bank Building (28 units), on Durkee Street of Avant Apartments (38 units), the Crescent Lofts (69 units), the Zuelke Building (10 units) and the 800 Block (20 units) .
  - 2019 - Utilization of the Central Business District (CBD) zoning in other areas of the City.
  - 2019 - Updated the Historic Preservation Ordinance in response to Wisconsin State Statue Amendments.
  - 2019 - Historic Preservation Commission recommended approval of the Appleton Post-Crescent Building to the National Register of Historic Places.
  - 2019 - Construction start on a new 28-unit memory care facility at Eagle Point.
  - 2019 - Completed the 2020-2025 Analysis of Impediments to Fair Housing report.
  - 2019 - Assessors now utilize the NE Wisconsin Multiple Listing service to validate property sales as arms-length transactions. This has reduced the number of trips to residences and reduced mailings.
  - 2019 - The Transit Development Plan finalized and recommended for approval by the TDP Steering Committee.
  - 2019 - Other infill / redevelopment projects that we worked on in 2019 include the former Kmart site, Evergreen Credit Union, and Aldi.
  - 2019 - Two building additions for industrial uses that went through site plan review – 1000 S. Perkins Street and 2400 N. Sandra Street.
  - 2019 - Improved service and efficiency from an energy use standpoint at the new We Energies substations (like the one at 139 N. State Street).
3. Work with community partners to ensure each neighborhood in the City has safe and efficient access to quality food sources and vendors.
- 2016 - Provided continued support to Riverview Gardens which includes 15 acres of certified organic farmland with 20 passive solar greenhouses providing locally grown, healthy produce through Community Supported Agriculture (CSA) shares, as well institutional and retail sales. The urban farm supports job training, youth programming and community volunteers.
  - Ongoing – Partnership with Appleton Downtown Incorporated for a successful farm market.
  - Annually – Economic Development Strategic Plan includes this initiative.

- 2019 - Police Department continued to implement Crime Prevention Through Environmental Design (CEPTED) and Active Threat Planning to make public spaces crime free.
  - 2019 - Police Department encouraged and/or partnered with others, such as the Chamber of Commerce to advance workplace wellness programs.
4. Work to maximize the number of amenities (e.g., Park, Restaurant, Grocery, Shops, and Theatre) that are located within ½ mile of all residents. Ultimately all Citizens should have walkable access to six or more amenities.
- 2010 - The Comprehensive Plan reviewed service area for parks identifying service area needs. Four areas were considered inadequate. In some cases, areas may be served by schools. We continue to monitor opportunities for future opportunities.
  - 2010 – Purchased home in Arbutus Park and razed it adding to the parkland and access.
  - 2017 - Purchased two homes in Memorial Park per Parks Master Plan.
  - 2017 - Updated Comprehensive Plan and which covers ways to maximize amenities.
  - 2018 - Updated City Comprehensive Plan 2010 – 2030. Began implementation.
  - 2019 – Staff is developed a tool to track implementation and progress on accomplishing the goals and recommendations within the City's *Comprehensive Plan 2010-2030*.
  -
5. Promote and support community gardening. In addition, research and identify potential, feasible "Market" garden sites (2 acres max.)
- 2012 – Assisted COTS in security a significant grant for Riverview Gardens.
  - 2013 - Have provided support to Sustainable Fox Valley with their initiatives.
  - Annually – There is a Community Garden in the Southpoint Commerce Park.
  - 2018 - The Appleton Public Library provided the following educational opportunities:
    - Healthy Food Access
      - Seed Library (If they let us count it twice, it also fits here.)
      - Seed Packing Program
      - Film screening and discussion of seed saving documentary "Deeply Rooted."
      - Heirloom Tomato Tasting & Seed Saving Workshop
      - Edible Wild Plants Workshop
      - Fermentasting Workshop
      - Outagamie County Master Gardeners workshops on various gardening topics
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      - Seed Packing Program
      - Film screening and discussion of seed saving documentary "Deeply Rooted."
      - Heirloom Tomato Tasting & Seed Saving Workshop
      - Edible Wild Plants Workshop
      - Fermentasting Workshop
      - Outagamie County Master Gardeners workshops on various gardening topics
6. Cleanup, redevelop, and reuse areas that are brownfields.
- 2006 - Present – RiverHeath property redeveloped.
  - 2012 – Zoning ordinances developed that support community garden activities in PI, M-1, M-2 and Agricultural zoning districts.
  - 2015 - Present – Pierce Truck property redeveloped.
  - 2015 – Union Square

- 2017 – Woolen Mills
  - 2018 – Foremost (Eagle Point) property redeveloped.
7. Utilize alternative methods to reduce any potential for health concerns as a result of chemicals used for weed control on public property.
- 2016 – Incorporated horticultural vinegar for weed control in park playgrounds.
  - 2017 - Incorporated horticultural vinegar for weed control in park playgrounds.
  - 2018 - Incorporated horticultural vinegar for weed control in park playgrounds.
  - 2019 - Incorporated horticultural vinegar for weed control in park playgrounds.
8. Promote breast feeding friendly workplaces.
- 2016 – Dedicated a Mother’s Room at City Hall.
9. Promote community wide obesity prevention strategies.
- Annually - Weight of the Fox Valley exists to help residents in Calumet, Outagamie and Winnebago Counties achieve and maintain a healthy weight, a goal that takes on new significance when you look at the current facts. 75% of Adults in our tri-county region are clinically measured as being either overweight or obese. To achieve its vision, Weight of the Fox Valley has adopted an innovative approach to creating social change called collective impact. Collective impact works by creating a shared approach to solving a community problem. City of Appleton and other organizations from all sectors of the community participate to focus existing and new, collaborative efforts on achieving the vision. Participating organizations share a vision, activities, outcomes, data and more!
  - 2018 - The Appleton Public Library provided the following educational opportunities:
    - Physical Activity and Access
      - Yoga & Writing
      - Children’s programs that focus on movement, learning and literacy for different developmental stages
  - 2018 – Parks and Recreation continued to provide and expand opportunities that promote healthy living. In addition, trails and sidewalks continue to be added.
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10. Promote Health in all Policies.
- 2019 – The City of Appleton is an active participant in the Legacy Community Alliance for Health.
11. Promote Racial Equity for All.
- 2018 – The City of Appleton joined the Government Alliance for Race Equity (GARE).
  - 2019 – The City of Appleton developed an internal GARE team to work on various initiatives.

# 6. Urban Design, Land Use, Green Building and Transportation

**Background:** In shaping the places in which we live, we shape the patterns of our own behavior. We have built sprawling cities that require long commutes, streets that discourage pedestrians and bicycles, and building methods that waste resources and contribute to pollution and climate change. From the human scale to the regional scale, we should take a different approach to designing the built environment.

The City can implement more sustainable development types mostly through jurisdiction over land use, issuance of building permits, and provision of transportation infrastructure.

## **Goals:**

1. Establish and continuously improve “green” building standards for both residential and commercial development--new and remodeled.
2. Reduce dependence on the private automobile by working with community partners to provide efficient and accessible public transit and transit supportive land uses.
3. Reduce long commutes by providing a wide array of transportation and housing choices near jobs for a balanced, healthy City.

## **Targets:**

1. Encourage buildings to be constructed using Energy and Environmental Design best practices.
2. Work with community partners to develop and implement a policy that expands affordable public transportation coverage to within one-quarter mile of all city residents.
3. Plan for the safe and efficient movement of vehicles on local and regional roads.

## **Actions:**

1. Create ordinance requiring all businesses with 30 or more employees to provide bike accommodations.
  - 2011 - The City of Appleton developed an ordinance to provide bike accommodations for all new or expanded businesses.
2. Encourage “Green Alley” design and installation as alley’s come up for reconstruction.

- The City of Appleton has two pilot locations for the “green Alley” design. One location is in the Drew Street Fire Station Lot (2015) and the other location is a portion of the parking lane on Sandra Street (2016).
3. Construct City facilities with utilizing Energy and Environmental Design best practices.
    - 2014 – Constructed restroom pavilion in Appleton Memorial Park. Utilized natural materials, light tubes, LED lighting and other sustainable materials.
    - Annually – All City maintenance and facility upgrades take into consideration energy efficiency, pollution, material waste, health, etc.
  4. Adopt City Policies to encourage multi-modal transportation.
    - 2010 - Adopted Mid-block Crosswalk Policy in July 2010.
    - 2016 – Adopted Complete Streets Policy.
    - Adopted Crosswalk Marking/Enhancement Policy for Uncontrolled Intersection Crossings in February 2017.

# 7. Parks, Open Space and Habitat Conservation

**Background:** A City's quality of life is greatly enhanced by extensive parks and open space areas. From small urban parks to regional parks, to trails and parkways, to agricultural and, to golf courses, the presence of Nature, open space and habitat areas are essential. The preservation of open space and our rivers and creeks is essential to the health of our community. These areas provide opportunities for recreation, provide habitat for wildlife, and support alternative modes of travel. Parks and natural areas directly mitigate climate change by moderating temperatures from the urban heat island effect.

The urban forest is a key contributor to sustainability in a place named the City of Trees. Trees provide environmental and ecological benefits through improved air quality by storing carbon dioxide that might otherwise contribute to global warming, improving water quality by naturally filtering overland runoff, reducing flood risk through bank stabilization and increased water storage, and providing bird nesting habitat. The urban forest contributes economic benefits by increasing property values and lowering building energy use by providing incidental shade. Trees improve public health and well-being by reducing UV radiation exposure and converting CO<sub>2</sub> to oxygen.

## **Goals:**

1. Expand and/or preserve the number of City parks.
2. Improve public access to open space, particularly along the Fox River.
3. Maintain and expand the urban forest.
4. Preserve prime farmland and critical habitat resources.
5. Expand "green" park and golf course design and sustainable maintenance practices.

## **Actions:**

1. Acquire land for additional public green space in underserved neighborhoods and infill development target areas.
  - 2013 – Renovated Houdini Plaza
  - 2013 – Acquired and razed building in what is known as Washington Square.
  - 2015 – Acquired land and constructed Pioneer Park (0.52 acres).
  - 2016 – Acquired land for future Ellen Kort Park (3.38 acres).
  - 2016 – Acquired additional land for future northside park near Fire Station #6 (1.59 acres).
  - 2017 – Acquired additional land adjacent to Memorial Park (1.1 acres).
  - 2017 - Creating a reforestation area as part of the Leona Pond Project scheduled for construction in 2019.
  - 2017 – RiverHeath Development constructed public trail with private funds in conjunction with their development efforts along the Fox River. This trail connects to Telulah Park.

- 2018 – Eagle Point Development constructed public trail with private funds in conjunction with their development efforts along the Fox River.
- 2019 - Renovated Jones Park in downtown Appleton. Total project cost of \$4.5 million.
- 2019 - Renovated the riverfront in Telulah Park. Improved the shoreline and installed a kayak launch and fishing pier. Required significant environmental clean-up. Total project cost of \$765,000.

2. Construct and maintain a trail system.

- 2013 - Added Apple Hill Trail (0.75 miles)
- 2017 - Acquired (3) Train Trestles to convert to trails. Two will be connecting trails.
- 2017 – Re-paved the North Island trail.
- 2017 – Repaved 0.5 miles of the CE trail.
- 2018 - Began implementation of the City of Appleton Trail Master Plan.
- 2018 - Installed a paved ADA trail through Alicia Park.
- 2018 - Installed a concrete ADA trail in Vulcan Heritage Park.
- 2018 - Installed a paved trail along Lutz Drive to connect to Lutz Park.
- 2018 - Installed the Lower Telulah Park Trail
- 2018 - Installed the Jones Park trail to connect the downtown to the riverfront.
- 2018 - Re-paved the North Island trail.
- 2018 - Repaved 0.5 miles of the CE trail.
- 2018 - Hired an engineering firm to perform design and permitting to convert newly acquired train trestles to trails.
- 2019 - Installed Cedar Street trail connecting Alicia Park to Lutz Park.
- 2019 - Completed design for Ellen Korte Park Trail.
- 2019 - Completed trail at Vulcan Heritage Park to Water Street.
- 2019 - Completed design for Appleton Memorial Park to McDonald Street trail connection.
- 2020 - Completed construction for Appleton Memorial Park to McDonald Street trail connection.
- 2020 – Created an improved pedestrian stairway connection between Rocky Bleier Run and Appleton Street (Riverfront to Downtown)

3. Develop master plans for the City's parks and green spaces.

- 2015 – Master plan developed for Appleton Memorial Park.
- 2015 – Master plan developed for the Scheig Center.
- 2015 – Master plan developed for Erb Park.
- 2016 – Master plan developed for Ellen Kort Park.
- 2017 – Master plan developed for Jones Park.
- 2019 – Completed Comprehensive Outdoor Recreation Plan (CORP)

4. Work with community partners to achieve an urban tree canopy goal of 35%.

- 2012 – Received Tree City USA award for 22nd consecutive year.
- 2013 – Worked with community partners to achieve an urban tree canopy. Current canopy is 22%.
- 2013 – Received Tree City USA award for 23rd consecutive year.
- 2014 – Common Council approved a new Urban Tree Planting Infill Program with funding for 100 new trees.



- 2014 – Worked with the Timber Rattlers and Appleton Little League to plant trees as part of the “Broken Bats for Trees” program.
  - 2014 – Completed new tree inventory program utilizing GIS.
  - 2014 – Implemented first year of Urban In-fill Tree Planting Program.
  - 2014 – Received Tree City USA award for 24<sup>th</sup> consecutive year.
  - 2015 – Received Tree City USA award for 25<sup>th</sup> consecutive year.
  - 2015 – Implemented second year of Urban In-fill Tree Planting Program.
  - 2016 – Received Tree City USA award for 26<sup>th</sup> consecutive year.
  - 2016 – Implemented third year of Urban In-fill Tree Planting Program.
  - 2017 – Implemented 4<sup>th</sup> year of Urban In-fill Tree Planting Program.
  - 2018 - Received Tree City USA Award for 27<sup>th</sup> consecutive year.
  - 2018 - Implemented fifth year of our Urban In-fill Tree Planting Program.
  - 2019 – Received Tree City USA Award for 28<sup>th</sup> consecutive year.
  - 2019 – Implemented sixth year of our Urban In-fill Tree Planting Program.
  - 2020 – Implemented seventh year of our Urban In-fill Tree Planting Program.
  - 2020 – Received Tree City USA Award for 29<sup>th</sup> consecutive year.
  - 2020 – Received \$50,000 Urban Forestry Catastrophic Storm Grant to replace trees lost in 2019 storm.
5. Develop an implementation plan to incorporate sustainable principles and practices into golf course and park design and maintenance, including public education.
- 2014 – Utilized public golf course to address stormwater management requirements. Project was recognized for the utilization of public land to for stormwater retention.
  - Annually – All City mowers are equipped with mulching decks.
6. Engage community/neighborhood partners to donate their physical involvement such as applicable park maintenance items such as eradication of invasive species of vegetation and other small maintenance tasks.
- 2005 - 2017 – The City collaborates with numerous volunteers. The Master Gardener’s and friends, local companies and residents donate hundreds of hours annually in our parks for this purpose. On average we received 200 – 300 hours annually.
  - Annually – Remediate a buckthorn on the hillsides at Tellulah Park, Pierce Park. Appleton Memorial Park and various trails. Ongoing effort.
  - 2017 - Work with the community to plant marigolds within terraces of S. Oneida Street, Prospect Avenue and Jackman Street.
  - 2018 - Remediated invasive plants at Pierce Park, Telulah Park and various trails (multi-year initiative).
  - 2019 – Remediated invasive species in various parks and trails. Both in-house and contracted staff were utilized.
  - 2020 – Remediated invasive species in various parks and trails. Both in-house and contracted staff were utilized.
7. Develop and implement a Trail Master Plan.
- 2016 – A Trail Master Plan was developed and approved by City Council.
  - 2018 – Began implementation of Trail Master Plan
  - 2019 – Continued implementation of the Trail Master Plan (Year 2)

- 2020 – Updated the Trail Master Plan with an addendum for additional development on the northside of Appleton.

8. Develop an ADA transition plan for public parks.

- 2015 – An ADA transition plan was developed and implemented.
- Annually - \$50,000 of upgrades annually to public parks to improve accessibility.

# 8. Water Resources and Flood Protection

**Background:** Climate models indicate that some areas may experience an increased risk of water shortages in the future. On the other end of the spectrum, significant portions of the City are at risk from catastrophic flooding.

## **Goals:**

1. Conserve the use and protect the sources of water.
2. Work to provide exceptional flood protection.

## **Targets:**

1. Continuously protect the ecological integrity of the City's primary drinking water source.
2. Continue to reduce sanitary sewer overflows.

## **Actions:**

1. Identify flood areas and develop plans to mitigate damage to property and/or life.
  - 2012 – Started construction of (2) new stormwater ponds.
  - 2013 – Completed Phase I of the Theodore Street Floor Control Project at Appleton East High School.
  - 2013 – Utilized public golf course to address stormwater management requirements. Project was recognized for the utilization of public land to for stormwater retention. Replaced the concrete lined channel with a naturalized stream.
  - 2014 – Council approved Phase I for the West Wisconsin Avenue Floor Control Project
  - 2017 – A stormwater retention pond was constructed in Erb Park to mitigate flooding in adjoining neighborhoods and within the park.
  - 2017 – City now has a total of 40 wet ponds and 8 dry ponds to provide water quality and quantity benefits to the community.
  - 2018 - Created a reforestation area as part of the Leona Pond Project scheduled for construction in 2019.
  - 2018 - Installed (3) new bio-filters in the Lutz Park Trail project in conjunction with the Appleton Yacht Club parking lot project.
  - 2018 - Constructed a stormwater retention pond north of Northland Avenue to mitigate flooding in adjoining neighborhoods. City now has a total of 42 wet ponds and 12 dry ponds to provide water quality and quantity benefits to the community.
  - 2019 - Constructed Leona Street Pond. City now has a total of 45 wet ponds and 12 dry ponds. Included the planting of a reforestation area.
  - 2020- Renovated the riverfront in Telulah Park. Improved the shoreline and installed a kayak launch and fishing pier. This project required significant environmental clean-up.
  - 2020 – Continue to maintain the City's 45 wet ponds and 12 dry ponds to provide water quality and quantity benefits to the community.

2. Develop a program for rainwater harvesting for residential properties.
  - 2016 - Implemented a Rain Barrel Program and associated Stormwater Credit Policy for residential properties.
3. Enforce phosphorous bans, grass clippings in streets and existing ordinances.
  - Annually – We only use fertilizers without phosphorous. Regulation NR151 is followed.
  - 2013 - Increase grass clipping bag fee from \$2 to \$4.
  - Annually – All City mowers are now equipped with mulching decks. In addition, leaves are mulched in place on City properties.
4. Seek ways to reduce phosphorous entering the Fox River.
  - 2014 – Study conducted by utilities with the objective to reduce current phosphorus discharges by an order of magnitude.
  - 2016 - Phosphorus Reduction Project – Phosphorus is a nutrient that leads to algal blooms and reduced water quality. Appleton continues to optimize and remove phosphorus from the waste stream prior to discharge to the Fox River. The use of iron salts has proved successful. Utilizing this technology, 2016 saw a reduction of 350 lbs of phosphorus to the Fox River (i.e., 2016 vs 2015 phosphorus load).
  - 2016 - The plant staff continue to study “outside the plant” alternatives to further reduce phosphorus to the Fox River. Currently, staff are involved in the following programs and initiatives:
    - Lower Fox River Dischargers Association – service positions include president, treasurer, and secretary.
    - Fox Wolf Watershed Alliance – service position board of directors’ member
    - The Fox P Trade Initiative – participant in training exercises
    - Adaptive Management Assessments, w/Great Lakes Alliance – participant in training scenarios.
  - 2017 The Wastewater Plant is projected to reduce phosphorus discharges to the river by 4,290 pounds (i.e., 2017 vs 2016 discharge data).
  - 2018 - The Wastewater Plant reduced phosphorus discharges to the river by 165,775 pounds (i.e., 2018 discharge data).
  - 2019 – The Wastewater Plant removed approximately 160,000 pounds of phosphorus and reduced phosphorus discharges to the Fox River by nearly 50% from that in 2018.
  - 2020 - The Wastewater Plant removed approximately 150,000 pounds of phosphorus.
  - 2020 – Installed two bio-filters within the Scheig Center Parking lot.
5. Investigate ways to utilize biosolids from the Wastewater Plant.
  - 2012 – Conducting a research and development project to evaluate composting as an alternative treatment of biosolids to create a high quality “Class A” material that could be used as a soil conditioner, nutrient amendment, and/or erosion control product. Has the potential to greatly expand options for beneficial reuse beyond traditional land application to farm fields or landfilling while off-setting the need to expand on-site biosolids storage (180-day DNR requirement).
  - 2015 – Continued a composting demonstration project. Utilized 10,000 yards of yard waste (e.g., brush, leaves) from curbside collections. The compost was used by landscapers, the highway department, contractors, and public giveaways.

- 2016 – Appleton had a production of 6,750 cubic yards of compost. The mixture of yard waste and biosolids was placed into windrows and allowed to compost (and be biologically reduced). The material is turned and ultimately reaches temperatures in excess of 160 degrees F. The 6,750 cubic yards of finished compost was used by landscapers, contractors, and public giveaways.
- 2017 – WDNR issues Appleton a WPDES permit with biosolids composting. This elevates the biosolids composting initiative from a pilot to a permitted entity.
- 2020 – Begin planning for transition of biosolids compost processing from Outagamie County site to the Appleton Wastewater Plant

6. Maintain and upgrade City-wide water supply and lines.

- 2014 – Relayed 3 miles of old, leaking watermain.
- 2015 – Relayed 3 miles of old, leaking watermain.
- 2016 – Relayed 2.6 miles of old leaking watermain.
- 2015 – First full year of installing Advanced Metering Infrastructure for water meter reading and residential cross connection survey.
- 2016 – Replaced 32 lead services.
- 2014 – Appleton's first full year of installing advanced metering infrastructure system for water metering reading and residential cross connection survey.
- 2017 – Replaced 30 lead services
- 2017 – Relayed 2.9 miles of old leaking, undersized watermain.
- 2018 - Replaced 5 lead services.
- 2018 - Relayed 3.3 miles of old leaking, undersized watermain.
- 2019 - Implemented Aquahawk for customers to track their own water usage.
- 2019 – Relayed 4.3 miles of old leaking, undersized watermain.
- 2019 – Replaced 32 lead services.
- 2019 – Promoted Aquahawk Program for our customers to track their own water usage.
- 2019 – Completed pilot project on Carpenter Street replacing private sanitary laterals from sewer main to the home.
- 2020 – Replaced 6 lead services.
- 2020 – Relayed 3.8 miles of old leaking, undersized watermain.
- 2020 – Continued to promote our new Aquahawk Program for customers to track their own water usage.
- 2020 - Purchased a water correlator to proactive locate leaks to reduce overall water loss and damage to infrastructure.
- 2020 - Continued our new private sanitary laterals replacement program from sewer main to the home on selected streets.

# 9. Public Involvement & Personal Responsibility

**Background:** Ultimately, sustainability affects every level and scale of organization, from the entire planet to local neighborhoods and individuals. In addressing the global and regional issues facing Appleton, public involvement and personal responsibility is vital to effectively planning actions and implementing solutions. A central goal of this focus area is to facilitate communication, public outreach and civic engagement on sustainability. Although the City has an important role in addressing climate change, residents and business must be inspired to take actions to reduce greenhouse gas emissions as well. The City should take the opportunity to work with citizens, businesses and community groups to implement personal and business-oriented sustainability initiatives.

Through a wide variety of programs and a broad-based network of partner organizations, — in schools, in parks, in community centers, and in neighborhoods — the City can promote an ethic of conservation and stewardship and encourage and empower people to take actions that improve environmental quality and quality of life in and around their neighborhoods.

## **Goals:**

1. Adopt an action plan to support a regional vision that fosters a collaboration of citizens, businesses, and green-initiative groups to become engaged and contribute to a sustainable future.
2. Promote innovative programs to educate the public about climate change.
3. Commit to leading by example to foster behavioral change throughout the City.
4. Promote an ethic of conservation and stewardship.

## **Targets:**

1. Develop and maintain a City sustainability website to provide as a resource to the community.
  1. 2014 – Staff from the Department of Public Works participated in Fox River Cleanup Day on April 26, 2014.
  2. 2015 – Staff from the Department of Public Works participated in Fox River Cleanup Day on April 25, 2015.
  3. 2016 – Staff from the Department of Public Works participated in Fox River Cleanup Day on April 23, 2016.
  4. 2017 – Staff from the Department of Public Works participated in Fox River Cleanup Day on April 22, 2017.
  5. 2018 – Will develop links to Sustainability Plan and Green Tier documents.
  6. 2018 - Staff from Community & Economic Development served on State Brownsfield Committee.
  7. 2019 – Staff from the Department of Public Works participated in the Fox River Clean Up Day on April 27, 2019.

8. 2020 – Staff from Department of Public Works participated in the Fox River Clean Up Day on August 22, 2020.
2. Work with community partners to maximize the number of businesses within the City which incorporate sustainability into their daily operations.
  - 2016 – Worked with a company to exchange our wood chips for their labor and equipment to screen our pile of stump grinding material providing a nice topsoil type material for use on city projects.
  - 2016 – Developed Stormwater Supporter Pledge Form as part of the Residential Stormwater Credit Policy.
  - 2016 & 2017 – Partnered with Evergreen Credit Union on a Stormwater 101 Education Program.
3. Develop a network of green-initiative groups to share resources, foster partnerships and unify education and outreach efforts.
  - Continue to partner with Northeast Wisconsin Stormwater Consortium to share resources for joint public education efforts to meet our NR216 permit requirements.
4. Develop a Sustainability “report card” be published annually.
  - Annually – Provide report card titled Legacy Charter Appendix 3 to WI Green Tier as part of the annual reporting requirements.
5. Optimize opportunities to showcase Appleton’s environmental leadership through hosting conferences, workshops and events.
  - Annually – Host professional organizations and/or other municipalities to host meetings for organizations such as Green Tier, professional engineers or other governmental agencies.

# 10. Building Operation

**Background:** In shaping the places in which we live, we shape the patterns of our own behavior. We have built numerous facilities that waste resources and contribute to pollution and climate change. From the human scale to the regional scale, we need to take a different approach to protecting our work environments.

The City can implement sustainable practices through proactive maintenance; procurement of environment friendly products and by adopting the practice of ensuring new construction meets and or incorporates LEED (Leadership in Energy and Environmental Design) or equivalent standards.

## **Goals:**

1. Establish and continuously improve “green” building standards in City- owned and operated buildings.
2. Provide a healthy environment by incorporating green cleaning standards.
3. Use products and materials that have a long-term benefit to our community when cost effective.
4. Focus actions and select products that reduce greenhouse gas-emissions, reduce water consumption, electrical consumption, natural gas consumption and manage solid waste.

## **Targets:**

1. Annually adopt principles of LEED (Leadership in Energy and Environmental Design), Energy Star, Green Tier and/or equivalent for all new City-owned buildings.
2. Procure products that incorporate sustainability from cradle to grave.
3. Provide proactive maintenance, operations and upgrades of the facilities and equipment that will achieve the City’s goal to reduce natural gas and electric consumption by 10% by 2011.

## **Actions:**

1. Perform lighting, HVAC, building shell or other upgrades that have positive impacts on the economics, environment and people in our community.
  - 2010 – Upgraded lighting at Peabody Park.
  - 2012 – Updated numerous servers and redesigned servers with energy efficiency equipment. A new A/C unit was added to control run-time and reduce energy usage.
  - 2012 – Began process to improve water treatment processes using Ultraviolet light process for the removal of microbial contaminants.
  - 2013 – At Wastewater Treatment Plant constructed a new gas balancing process that will inject pressurized gas into the anaerobic digester tanks thus creating mix energy. (\$39,291 electrical savings annually).
  - 2014 – Upgraded boiler at Municipal Services Building (2,145 therms saved annually).



- 2014 – HVAC tune-up (2,403 therms saved annually)
- 2014 – Lighting upgrades in City facilities (56,100 kWh saved annually)
- 2014 - Replaced all light poles and fixtures with LED lighting at Arbutus Park. Total of eleven poles and fixtures.
- 2014 - Replaced all exterior wall pack lighting with LED lighting at the Water Plant.
- 2014 – Replaced alley lighting at City Hall drive-up windows with LED lighting.
- 2014 – Upgraded boilers at the Library. (4,553 therms saved annually).
- 2015 – Street lighting upgrades. (40,890 kWh saved annually).
- 2015 – Replaced fountain lighting in City Park to LED.
- 2015 – Replacing wall pack with LED fixtures at all 30 parks.
- 2015 – Installed LED lighting at skateboard park parking lot at Telulah Park.
- 2015 - Replaced all exterior wall pack and street pole lighting with LED lighting at the Wastewater Plant.
- 2015 – Completed a pilot project to retrofit existing high-pressure sodium light fixtures with energy efficient LED lights in a portion of the Green Ramp.
- 2016 – Project was completed to construct an alternate mode of mixing for the (2) 2.2 million gallon digesters resulting in sliding vane compressors with valve and gas metering upgrades (anticipated savings 1,300 kWh/day).
- 2016 – Completed Water Treatment Plant process to utilize UV that was initiated in 2012. The project resulted in decreased chemicals, labor and electrical costs totaling \$450,000 annually. (Anticipated savings of 21.2 kW in a peak water production scenario).
- 2016 – Upgraded various lighting in Telulah Park.
- 2016 – Installed new light poles and upgraded lighting to LED.
- 2016 – Relamped existing fluorescent fixtures with LED lamps throughout the entire vehicle garage at the Facilities & Grounds Operations Center.
- 2016 - Relamped existing fluorescent fixtures with LED lamps in various locations at Water Treatment Plant.
- 2016 - Installed (7) new LED light fixtures above softener tanks at the Water Treatment Plant.
- 2016 - Installed (4) new LED light fixtures above softener tanks at Reid Municipal Golf Course.
- 2016 - Completed second year of LED streetlight retrofit project. Installed new LED lighting throughout all of City Park.
- 2016 – Replaced all exterior lighting with new LED lighting at the Water Treatment Plant. Also completed a “right lighting” survey at the Water Treatment Facility that indicated we could remove 18 exterior fixtures that were not needed and causing excess light pollution.
- 2016 – Replaced all exterior lights with new LED lighting at the Facilities & Grounds Operations Center.
- 2016 – Installed a new high efficiency HVAC system for the office area at the Municipal Services Building.
- 2016 – Installed new LED lighting in the office are at the Municipal Services Building.
- 2017 – Installed new high efficiency HVAC system in the office area at the Facilities & Grounds Operations Center.
- 2017 - Installed new LED lighting in the office at the Facilities & Grounds Operations Center.
- 2017 – Installed new LED lighting throughout all of Alicia Park.
- 2017 – Installed new LED exterior lighting at the Municipal Services Building.
- 2017 – Installed motion sensors in the garage area at the Municipal Services Building.
- 2017 – Installed new LED lighting at Wastewater Treatment Facility. This is the first phase of a multi-phase project.

- 2018 - The City's wastewater plant is installing a third biogas boiler that uses methane gas production from the anaerobic digestion process. The wastewater plant can produce in excess of 500,000 cubic feet per day of this gas.
- 2018 - The water plant is now completed two full years of ultraviolet light disinfection. This process, in part, replaced the City ultrafiltration process. In doing so, the City has reduced chemicals, and energy costs by close to \$1M or a reduction of 970,000 kWh annually.
- 2018 - Wastewater Plant - Installing an additional high efficiency turbine that will ensure a reduction of 180 kW at the facility. This will be a second-high efficiency turbine installation.
- 2018 - Continued streetlight LED conversation project. 1250 city-owned lights of which 706 are now LED.
- 2018 - Worked with WE Energies to convert 316 leased lights to LED.
- 2018 - Installed new LED lighting in the Lutz Park parking lot.
- 2018 - Replaced 465 LED lamps that were previously fluorescent lamps throughout City facilities.
- 2018 - Installed LED lighting in the Red Parking Ramp.
- 2018 - Performed boiler tune-ups resulting in rebates of \$1,562.35.
- 2018 - Replaced six boiler circulation pumps, that operated at 100% during the heating season, with two variable speed high efficiency and maintenance free pumps.
- 2019 – Installed LED lighting in the Yellow Ramp. Total of 539 fixtures.
- 2019 - A third biogas boiler was installed at the Appleton Wastewater Treatment Plant which uses methane gas production from the anaerobic digestion process. The new boiler is a 5.5 million btu methane boiler which will eliminate the need for the Wastewater Plant to use utility gas for most of the time. Savings of are anticipated to reach \$400,000+ with the addition of the new boiler.
- 2019 - The Appleton Wastewater Treatment Plant has now completed three full years of ultraviolet light disinfection. This process, in part, replaced the City ultrafiltration process. In doing so, the City has reduced chemicals, membrane associated materials or consumables, and 1,300,000 kWh of energy each year that in total equates to an annual savings of nearly \$1M.
- 2019 - An ongoing construction improvements project at Appleton Wastewater Treatment Plant includes the installation of an additional high efficiency turbine that will ensure a reduction of 180 kW at the facility. Upon completion in 2020, this will be a second-high efficiency turbine installation.
- 2019 - Installed 211 LED replacement fixtures at the Wastewater Plant.
- 2019 - Installed all new LED exterior lighting fixtures at the Police Station (102 fixtures)
- 2019 - Installed new LED high bay garage lights at MSB (154 fixtures)
- 2019 - Installed new LED light fixtures for the entire Yellow Ramp (539 fixtures)
- 2019 - Installed LED fixtures at Facilities & Grounds Operations Center vehicle garage.
- 2019 - Jones Park Redevelopment includes LED facility and site lighting.
- 2019 - Lower Telulah Park trail and parking lot construction features LED lighting.
- 2019 - Performed a solar analysis for our Municipal Services Garage.
- 2020 - The Appleton Wastewater Treatment Plant has now completed four full years of ultraviolet light disinfection. This process, in part, replaced the City ultrafiltration process. In doing so, the City has reduced chemicals, membrane associated materials or consumables, and 1,300,000 kWh of energy each year that in total equates to an annual savings of nearly \$1M.
- 2020 – Completed the construction improvements project at Appleton Wastewater Treatment Plant that includes the installation of an additional high efficiency turbine that reduces 180 kW at the facility. This is the second-high efficiency turbine installation.
- Annually - Monthly energy data monitoring to analyze energy use enables timely adjustments and or deploy energy efficiency upgrades.

- 2020 - Installed insulated doors on Bay 9 and 10 for the heated bay on the MSB detached garage.
  - 2020 - Performed additional solar analysis for our Municipal Services Garage and obtained budget to install in 2021. Also, seeking grant for Electric Vehicle Charging Stations.
  - 2020 - 267 LED fixtures replaced existing fluorescent fixtures throughout City facilities (see table in the Green Tier Report).
  - 2020 - 54 LED fixtures installed throughout Parks and Trails. (see table in the Green Tier Report for details).
  - 2020 – Replaced fixtures in City Hall alley to LED.
2. Maximize equipment efficiency to reduce electrical, natural gas and water usage. When feasible perform retro commissioning of facilities.
- 2012 – Performed retro commissioning at the Wastewater Plant.
  - Annually - Perform boiler tune-ups.
3. Use Eco-Friendly flooring and perform carpet reclamation of existing product.
- Ongoing – Carpeting used is eco-friendly and generally recognized for recycling efforts of its composition.
4. Clean the facilities using Green housekeeping practices and products meeting Green Seal Certification.
- 2010 – Transitioned to utilizing Green Seal cleaning supplies to clean City facilities except for Fire Stations and Library.
  - 2012 – Expanded the use of Green Seal cleaning supplies to the Fire Stations and Library.
  - Annually – Utilize Green Seal cleaning supplies.
5. Modify the City’s procurement policy by the end of 2010 to allow purchases to be made not only based on low price, but also that are in alignment with the City’s Sustainability Strategic Objective.
- 2010 – Procurement and Contract Management Policy updated to include direction on Environmentally Preferable Procurement.
6. Recycle the maximum amount of waste feasible during demolition, renovation, and construction.
- 2017 – Donated material from demolition of bridge tender storage building to restore and bicycle to Riverview gardens.
  - Annually – Donate usable construction items to organizations such as Restore.