



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, April 22, 2019

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[19-0592](#) Minutes from April 8, 2019

Attachments: [Minutes from April 8, 2019.pdf](#)

4. Public Hearings/Apearances

[19-0587](#) Design Hearing for the following streets in the 2021 pavement reconstruction program:

*Harris Street from Badger Avenue to Richmond Street

*Newberry Street from Schaefer Street to 900' east of Briarcliff Drive.

Attachments: [Harris St from Badger Ave to Richmond St..pdf](#)
[Newberry St from Schaefer St to 900' east of Briarcliff Dr.pdf](#)

5. Action Items

[19-0593](#) Confirm the following:

*Elect a Vice-Chairperson

*Designate a contact person

*Appointment to Board of Building Inspection

*Appointment to Board of Heating Examiners

*Appointment to CEA Review Committee

[19-0325](#) R/B-Approve proposed changes to the Sidewalk Maintenance Policy.

Attachments: [Sidewalk Maintenance Policy.pdf](#)
[Amended Sidewalk Maintenance Policy.pdf](#)

Legislative History

3/11/19	Municipal Services Committee	recommended for denial
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3/20/19 Common Council referred to the Municipal Services Committee
This item was referred back to the Municipal Services Committee by Alderperson Croatt.

[19-0594](#) Request from the Fox River Academy Stormwater Representative Team for a Street Occupancy Permit to paint stormwater awareness murals on the sidewalk near Fox River Academy.

Attachments: [Fox River Academy-Street Occupancy Permit.pdf](#)

[19-0595](#) Preliminary Resolution 1-P-19 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Preliminary Resolution 1-P-19.pdf](#)

[19-0596](#) Preliminary Resolution 2-P-19 for Sidewalk Construction on Hall Avenue be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Preliminary Resolution 2-P-19.pdf](#)

[19-0597](#) Award 2019 Asphalt Milling Contract to Northeast Asphalt in an amount not to exceed \$85,000.

Attachments: [2019 Asphalt milling contract-Northeast Asphalt.pdf](#)

[19-0598](#) Approve parking changes in the area of the Foster Elementary School (follow-up to a 6-month trial).

Attachments: [Parking changes -Foster Elementary School.pdf](#)

[19-0599](#) Approve conversion of Morrison Street (College Avenue to Harris Street) and Harris Street (Morrison Street to Oneida Street) from 1-way traffic to 2-way traffic.

Attachments: [Conversion of Morrison St and Harris St.pdf](#)

[19-0600](#) Anticipated Award for Unit P-19, Pavement Marking Contract.

[19-0608](#) Request from Tundraland to replace Radisson Paper Valley signage on the Superior Street Skywalk with their signage.

Attachments: [Tundraland signage.pdf](#)

- [19-0483](#) R/B-Request from Creative Sign, on behalf of Mile of Music, for Street Occupancy Permits to install 4'X9' "Appleton" signs in the three (3) locations identified on S. Memorial Drive, E. College Avenue and S. Oneida Street.

Attachments: [Creative sign on behalf of Refuge Foundation for The Arts & Fox Communities C](#)

Legislative History

4/8/19	Municipal Services Committee	recommended for approval
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6. Information Items

- [19-0601](#) Set Municipal Services Committee meeting date and time.

- [19-0602](#) Proposed change to the Department of Public Works Table of Organization. (Action item at Human Resources Committee.)

Attachments: [Department of Public Works Table of Organization .pdf](#)

7. Adjournment

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

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



City of Appleton

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Meeting Minutes - Final Municipal Services Committee

Monday, April 8, 2019

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

3. Approval of minutes from previous meeting

[19-0485](#)

Minutes from April 3, 2019

Attachments: [Minutes from April 3, 2019.pdf](#)

Martin moved, seconded by Williams, that the Minutes be approved. Roll Call.
Motion carried by the following vote:

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

4. **Public Hearings/Apearances**

5. **Action Items**

[19-0475](#)

Request from Gabriel Lofts for a Street Occupancy Permit for balconies to extend into the alley right-of-way 6 feet with a minimum clearance of 14 feet at 201 E. College Avenue.

Attachments: [Street Occupancy-Gabriel Lofts request for balconies.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0476](#)

Approve Street Occupancy Permits for the existing sign & awning (Oneida Street) and steps (Fremont Street for the Far East Restaurant at 1330 S. Oneida Street).

Attachments: [Far East Map.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0342](#)

R/B-Approve parking restrictions on Evergreen Drive from Haymeadow Avenue to Meade Street.

Attachments: [Parking changes related to Evergreen Drive bike lane retrofit project \(Haymeadow to Meade\).pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0420](#)

R/B-Approve Kimball Street Vacation west of Allen Street, less the future S. Oneida Street right-of-way.

Attachments: [Kimball Street Vacation.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0477](#)

Approve parking changes associated with the Telulah Avenue Reconstruction Project.

Attachments: [Parking changes associated with the Telulah Avenue Reconstruction Program.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0478](#)

Approve parking changes on Badger Avenue, adjacent to Appleton West High School (Follow-up to six month trial period).

Attachments: [Parking changes on Badger Avenue adjacent to Appleton West High School.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0479](#)

Approve parking changes on Ashbury Drive at Mya Drive near Appleton North High School (Follow-up to six month trial period).

Attachments: [Parking changes on Ashbury Drive at Mya Drive.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0419](#)

R/B-Request from Renewal by Anderson to replace Radisson Paper Valley signage on the Superior Street Skywalk with their signage.

Attachments: [Renewal by Anderson Signage.pdf](#)

Konetzke moved, seconded by Croatt, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

[19-0483](#)

Request from Creative Sign, on behalf of Mile of Music, for Street Occupancy Permits to install 4'X9' "Appleton" signs in the three (3) locations identified on S. Memorial Drive, E. College Avenue and S. Oneida Street.

Attachments: [Creative Sign on behalf of Mile of Music Street Occupancy Permit.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen

6. Information Items

[19-0480](#)

Inspections Division Permit Summary Comparison Report for March, 2019.

Attachments: [Inspections Division Permit Summary Comparison Report for March, 2019.pdf](#)

[19-0481](#)

Railroad Quiet Zone Implementation Update.

[19-0482](#)

Updated Mobility Study Recommendations incorporating Traffic Impact Analysis for proposed Bluff Site Development (presentation at March 11, 2019 meeting).

7. Adjournment

Konetzke moved, seconded by Martin, to adjourn the meeting at 5:10 p.m . Roll Call. Motion carried by the following vote:

Aye: 4 - Croatt, Konetzke, Martin and Williams

Excused: 1 - Coenen



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

DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474

April 9, 2019

Dear Property Owner:

The City of Appleton is proposing to reconstruct the pavement on Harris Street, from Badger Avenue to Richmond Street, in 2021.

In order to further acquaint you with the project and obtain additional ideas from the public, the Department of Public Works is scheduling informational sessions. These sessions will take place on Thursday April 18, 2019, from 10:00 a.m. to 11:00 a.m. and 5:00 p.m. to 6:00 p.m. in Meeting Room 1A on the first floor of the City Center located at 100 North Appleton Street. Come anytime during these hours since the meeting is of an informal nature and we will try to discuss the project on a one-to-one basis with you.

There will be plans on display that will show one possible design for the reconstruction project. Other options exist and may be explored further depending on the comments and concerns from the public.

A copy of the proposed plans for Harris Street can also be previewed on the city website at the following link:
<http://www.appleton.org/government/public-works/project-information>

The current design option calls for replacing the existing pavement as follows:

Badger Ave – 200' east of Badger Ave:

- New concrete curb & gutter would be constructed at 37' wide from back of curb to back of curb with asphalt pavement placed between the curb & gutter. The proposed 37' wide street is 4' wider than the existing street at this location. The proposed 4' widening would happen along the south curb line. The north curb line would be reconstructed in its existing location.
- All of the existing driveway aprons would be removed and replaced with concrete aprons.
- Sanitary sewer, storm sewer, and water main will be reconstructed, if necessary, in 2020.
- 1 ash tree and 1 tree in poor condition would be removed within this segment of the proposed project.
- Existing on-street parking would remain unchanged.

200' east of Badger Ave – Summit St:

- New concrete curb & gutter would be constructed at 33' wide from back of curb to back of curb with asphalt pavement placed between the curb & gutter. The proposed 33' wide street is the same width as the existing street at this location.
- All of the existing driveway aprons would be removed and replaced with concrete aprons.
- Sanitary sewer, storm sewer, and water main will be reconstructed, if necessary, in 2020.
- 2 ash trees and 1 tree in poor condition would be removed within this segment of the proposed project.
- Existing on-street parking would remain unchanged.

Summit St – Richmond St:

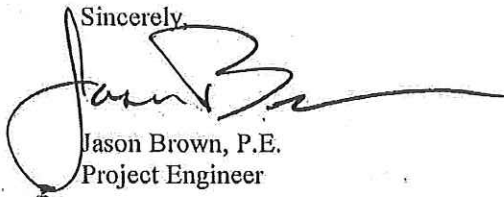
- New concrete curb & gutter would be constructed at 31' wide from back of curb to back of curb with asphalt pavement placed between the curb & gutter. The proposed 31' wide street is 2' narrower than the existing street within this portion of the project.
- All of the existing driveway aprons would be removed and replaced with concrete aprons.
- Sanitary sewer, storm sewer, and water main will be reconstructed, if necessary, in 2020.
- 2 ash trees and 7 trees in poor condition would be removed within this segment of the proposed project. 13 existing terrace trees would be saved by narrowing the roadway by 1' on each side (2' total).
- Existing on-street parking would remain unchanged.

Feel free to discuss your thoughts or concerns with members of the Engineering staff who will be there. It is hoped that through this type of meeting, the public's ideas can be better incorporated and included into the design of your street.

The next step in the process will occur on Monday April 22, 2019 at 4:30 p.m. in Committee Room "A", Sixth Floor, City Center Building, when the Municipal Services Committee of the Common Council will conduct a formal design hearing regarding the construction of Harris Street. At this meeting, the Committee will listen to the comments from the general public regarding this design after the Engineering Division has presented its proposal to the Committee.

The Committee will then meet again on Monday May 6, 2019 at 4:30 p.m. to vote on the proposed street design that would then go to the full Common Council on May 15, 2019.

Your attendance at the informational session and the Municipal Services Committee meetings is highly encouraged. Enclosed with this letter is a questionnaire that we would like you to fill out. You can either mail it back to the Department of Public Works or leave it with one of the staff at the information session. If you are unable to attend either meeting, feel free to contact me at 832-6484 or email at Jason.brown@appleton.org with any questions or comments.

Sincerely,

Jason Brown, P.E.
Project Engineer

Enclosure

c: Alderperson Christine Williams



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

DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474

April 9, 2019

Dear Property Owner:

The City of Appleton is proposing to reconstruct the pavement on Newberry Street, from Schaefer Street to 900' east of Briarcliff Drive, in 2021.

In order to further acquaint you with the project and obtain additional ideas from the public, the Department of Public Works is scheduling informational sessions. These sessions will take place on Thursday April 18, 2019, from 10:00 a.m. to 11:00 a.m. and 5:00 p.m. to 6:00 p.m. in Meeting Room 1A on the first floor of the City Center located at 100 North Appleton Street. Come anytime during these hours since the meeting is of an informal nature and we will try to discuss the project on a one-to-one basis with you.

There will be plans on display that will show one possible design for the reconstruction project. Other options exist and may be explored further depending on the comments and concerns from the public.

A copy of the proposed plans for Newberry Street can also be previewed on the city website at the following link: <http://www.appleton.org/government/public-works/project-information>

The current design option calls for replacing the existing pavement as follows:

- New concrete pavement would be constructed at 40' wide from back of curb to back of curb. The proposed 40' wide street is the same width as the existing street (40').
 - o New bike lanes along both sides of Newberry Street.
 - o On-street parking would be eliminated.
 - o New 5' wide concrete sidewalk to be constructed along south side of Newberry Street, from approximately 350' east of Cambridge Drive to approximately 900' east of Briarcliff Drive (east project limits).
- All of the existing driveway aprons would be removed and replaced with concrete aprons.
- Sanitary sewer, storm sewer, and water main will be reconstructed, if necessary, in 2020.
- 10 ash trees and 4 trees in poor condition would be removed within the project limits.

Feel free to discuss your thoughts or concerns with members of the Engineering staff who will be there. It is hoped that through this type of meeting, the public's ideas can be better incorporated and included into the design of your street.

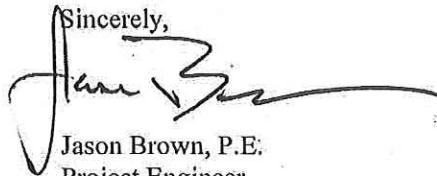
If new sidewalk is approved by the common council in the areas where none currently exists, sidewalk assessments for City of Appleton properties would be levied as part of the project. Actual assessment rates will be determined as we get closer to the project.

The next step in the process will occur on Monday April 22, 2019 at 4:30 p.m. in Committee Room "A", Sixth Floor, City Center Building, when the Municipal Services Committee of the Common Council will conduct a formal design hearing regarding the construction of Newberry Street. At this meeting, the Committee will listen to the comments from the general public regarding this design after the Engineering Division has presented its proposal to the Committee.

The Committee will then meet again on Monday May 6, 2019 at 4:30 p.m. to vote on the proposed street design that would then go to the full Common Council on May 15, 2019.

Your attendance at the informational session and the Municipal Services Committee meetings is highly encouraged. Enclosed with this letter is a questionnaire that we would like you to fill out. You can either mail it back to the Department of Public Works or leave it with one of the staff at the information session. If you are unable to attend either meeting, feel free to contact me at 832-6484 or email at Jason.brown@appleton.org with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Brown", with a long horizontal flourish extending to the right.

Jason Brown, P.E.
Project Engineer

Enclosure

c: Alderperson Curt Konetzke



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

Adopted March 6, 2002

CITY OF APPLETON SIDEWALK MAINTENANCE POLICY

INTRODUCTION

The Department of Public Works is charged with maintenance of the existing sidewalk network within city street right-of-way. This charge is met through the "Green Dot" Program, Street Reconstruction Programs and general notification of damaged sidewalk.

INSPECTION CYCLE

The "Green Dot" Program is intended to provide for the on-going **periodic** inspection of the City's sidewalk network. Areas within the network will be inspected on a rotating basis, with the area size and frequency of inspection being ~~maximized based upon available budgeted funds~~ **determined by the Department of Public Works based upon available budgeted funds and similar resources.**

The downtown core area as designated on Exhibit "A" will be inspected annually.

Citizens are encouraged to report conditions that may qualify for repair or replacement to the Department of Public Works.

REPAIR / REPLACEMENT CRITERIA

In order to sustain the safety of sidewalks in the City and avoid the development of unsafe conditions, sidewalks that meet any of the following criteria during an inspection will be subject to repair or replacement:

1. $\frac{3}{4}$ " vertical differential between or within sidewalk sections
2. settled out of vertical alignment (more than 1" per foot from normal grade)
- 3-2. crack width of $\frac{1}{2}$ " between or within sidewalk sections
4. sidewalk sections which are out of conformance with design grade to a degree that water ponds
- 5.3. broken corners greater than 3 inches in any direction

RESPONSE TIME

All general notification of damaged sidewalk will be inspected and repaired, if necessary, within a reasonable amount of time.

ASSESSMENTS

Effective upon completion of the first cycle of the "Green Dot" Program in 1999, all damaged sidewalk meeting the above criteria will be replaced at City cost. **Sidewalk meeting the replacement criteria above will be replaced at City cost. Sidewalk sections which are out of conformance with design grade to a degree that water ponds, shall be replaced at City cost when part of a Total Street Reconstruction Program. Alternatively, property owners may elect to replace sections of sidewalk which are out of conformance with design grades to a degree that water ponds at their sole expense and with an approved City permit.**



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

Adopted March 6, 2002

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The downtown core area as designated on Exhibit "A" will be inspected annually.

Citizens are encouraged to report conditions that may qualify for repair or replacement to the Department of Public Works.

REPAIR / REPLACEMENT CRITERIA

In order to sustain the safety of sidewalks in the City and avoid the development of unsafe conditions, sidewalks that meet any of the following criteria during an inspection will be subject to repair or replacement:

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ASSESSMENTS

~~Effective upon completion of the first cycle of the "Green Dot" Program in 1999, all damaged sidewalk meeting the above criteria will be replaced at City cost.~~ **Sidewalk meeting the replacement criteria above will be replaced at City cost. Sidewalk sections which are out of conformance with design grade to a degree that water ponds, shall be replaced at City cost when part of a Total Street Reconstruction Program. Alternatively, property owners may elect to replace sections of sidewalk which are out of conformance with design grades to a degree that water ponds at their sole expense and with an approved City permit.**

Sue and Committee Members,

We are proposing an act to paint and design murals around storm drains located at 899 S. Fairview St. and W. Prospect Ave. in between Jefferson and Fox River Academy by the sidewalk near the art room. These murals will raise awareness for the issues involving our water use and where stormwater flows to. This was our water focus year at school and our research and projects led us to a lot of discoveries about our water resources around us. A couple of very alarming points of study dealt with plastic particles in our water and the runoff around us that creates pollution and leads to things like toxic blue-green algae. This project specifically addresses runoff and the impact humans have on this activity.

All projects have a cost and we believe that this one is worth it. The supplies we will need in order to fulfill this project comes at an approximate cost of \$300.

The proposed project has been done for years in the Madison area and has had positive results. The messages and designs have attracted people to the locations and created conversations about who did the work and the purpose for them. We have talked about this project as a class and realize that any time you paint an area it will have a visual impact on the surrounding area. These sites were chosen specifically because they are high "human" traffic areas. More natural areas were not used to avoid creating a distraction where this type of project may not fit.

We thank you in advance for your time and look forward to presenting the plan in more detail on April 22nd.

The FRA Stormwater Representative Team
Grace Koss, Eiliya Risberg, Cai Watkins
Mrs. Malm, Mr. Vander Loop



Storm Drain Mural Program



(<https://countyofdane.maps.arcgis.com/apps/MapTour/index.html?appid=2ca8a2d056d0433dbab17619dd42f509>)

Unless the streets are flooding, most of us walk right past storm drains every day and don't think twice about the underground water highway they connect to. In Dane County, these storm sewer highways often travel to local waterways without being cleaned, carrying trash, soil and other pollutants to our lakes, rivers and streams. A new Storm Drain Mural Program led by the Madison Area Municipal Stormwater Partnership, Dane County and Dane Arts Mural Arts (DAMA) is using storm drains as a canvas to educate residents about stormwater pollution through art. The goal of these colorful murals is to capture the attention of those who pass by, help them understand where the stormwater that enters their storm drain flows and get them thinking about what they can do to "Keep It Clean".

Twenty murals were painted across thirteen Dane Co. communities in 2018. Half of these murals were designed with the help of local schools and afterschool groups. The students first learned about stormwater pollution and solutions and then created designs for a mural in their community. DAMA collected the student design ideas and used them to create unique storm drain murals which students helped paint. The remaining ten murals were designed by local artists.

Check out all the designs and locations on our [Storm Drain Mural Map](https://countyofdane.maps.arcgis.com/apps/MapTour/index.html?appid=2ca8a2d056d0433dbab17619dd42f509) (<https://countyofdane.maps.arcgis.com/apps/MapTour/index.html?appid=2ca8a2d056d0433dbab17619dd42f509>).

We are no longer accepting applications for Storm Drain murals. Please check in Dec. for 2020 applications.

We are teaming up Dane Arts Mural Arts (DAMA) to add another ten storm drain murals to the landscape in 2019. Municipalities, organizations, schools or community groups located in Dane County that are interested in having a storm drain mural painted in their community are encouraged to apply. Applicants can select from two project options:

- **Option A-** Group selects two potential mural designs from the [Storm Drain Mural Design Catalogue](https://www.yogile.com/bwo01avsxre?vsc=MWU5MWMzN#51m) (<https://www.yogile.com/bwo01avsxre?vsc=MWU5MWMzN#51m>). DAMA artists will tailor the chosen design to the specifics of the approved drain location. Group will have the option to assist with the mural painting, if interested.
- **Option B -** Group provides input and ideas that DAMA uses for a new mural design specific to approved location. Group will have the option to assist with the mural painting, if interested.



All mural supplies and painting costs are covered through this program. There is no cost to the applicant or municipality. For more information or to apply check out the [Storm Drain Mural Application](#) ([/documents/2019-Storm-Drain-Mural-Application-FINAL-fillable.pdf](#)). Applications for are due February 15th, 2019.

Ripple Effects

(<https://www.facebook.com/RippleEffectsWI>) (<mailto:info@ripple-effects.com>)

Madison Area Municipal Stormwater Partnership (MAMSWaP) / Dane County Land & Water Resources Department (<https://lwr.dane-county.gov>)

Contact Us (/Contact)

CONCRETE PAVEMENT, DRIVEWAY APRONS, SIDEWALK CONSTRUCTION

RESOLUTION 1-P-19

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

Evergreen Drive – Richmond Street to Haymeadow Avenue
Purdy Parkway – Applehill Boulevard to Tiburon Lane

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
- b. One installment, if the assessment is \$1000 or less;
- c. In five equal annual installments, if the assessment is greater than \$1000;

Deferred payments shall bear an interest at the rate of 8.5% per annum on the unpaid balance.

4. The Finance Committee is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed street improvements.
- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

S/TIMOTHY M. HANNA (Mayor)

Adopted: April 22, 2019

Attest: Kami L. Lynch (City Clerk)

SIDEWALK CONSTRUCTION

RESOLUTION 2-P-19

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

SIDEWALK CONSTRUCTION

Hall Avenue – Woodland Avenue to Grant Street

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
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- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

S/TIMOTHY M. HANNA (Mayor)

Adopted: April 22, 2019

Attest: Kami L. Lynch (City Clerk)



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

DEPARTMENT OF PUBLIC WORKS

**Operations Division
2625 East Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570**

MEMO

To: Municipal Services Committee

From: Nate Loper, Deputy Director of Public Works

Date: April 18, 2019

Subject: Award 2019 asphalt milling contract to Northeast Asphalt in an amount not to exceed \$85,000

The Department of Public Works is recommending award of the 2019 asphalt milling contract to Northeast Asphalt.

Our experience working with Northeast Asphalt (NEA) has proven them to be very reliable and efficient in their milling operations. They are very knowledgeable in understanding milling depths, cross slopes of roads, managing trucks, etc. and work very well under limited supervision. Their workmanship excels in milling streets and intersections at a consistent depth, which results in significantly less work for our City crews. In addition, their cleanup crew is very organized and does not require City staff and equipment to assist them. All of this results in a superior product and service for our customers.

The following is a summary of the provided quotes from all responding companies:

Hein Reclamation	-	\$ 750.00 per hour
Northeast Asphalt (NEA)	-	\$ 945.00 per hour

When we factor in our additional labor and equipment costs when working with Hein, their rate is higher than NEA by approximately \$125.00 per hour.

Therefore, based on actual total costs, production rates and overall quality of work, we are recommending award of the 2019 asphalt milling contract to Northeast Asphalt in an amount not to exceed \$85,000.

Thank you for your consideration.

QUOTE TABULATION ASPHALT MILLING 2019
City of Appleton
2625 E. Glendale Av.
Appleton, WI 54911

HEIN RECLAMATION
2189 Ironwood Dr.
Green Bay, WI 54304

Milling Machine:
(6-8') \$ 750.00 \$/Hour *
12' \$ N/Q \$/Hour
Mobilization:
(6-8') \$ 700.00
12' \$ N/Q Each Move into
Appleton
Average Production Rate:
(6-8') 1000 Sq. Yd./Hr. Per 2"
12' N/A Sq. Yd./Hr. Per 2"

NORTHEAST ASPHALT
W6380 Design Drive
Greenville, WI 54942

Milling Machine:
(6-8') \$ 945.00 \$/Hour *
12' \$ N/Q \$/Hour
Mobilization:
(6-8') \$ 900.00
12' \$ N/Q Each Move into
Appleton
Average Production Rate:
(6-8') N/A Sq. Yd./Hr. Per 2"
12' N/A Sq. Yd./Hr. Per 2"



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

DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: April 1, 2019
Re: Parking restriction changes near Foster Elementary School
Follow-Up to Six-Month Trial Period

The Traffic Section was contacted last fall by a representative from Foster Elementary school regarding parking issues on Foster Street and Willkie Street, adjacent to the school property. The roadway areas near the school had few, if any school-day restrictions, which was resulting in issues with safety and the ability to allow for two-way traffic.

Working with school officials and the school resource officer, a plan was devised to address the concerns and provide for more orderly flow of traffic and pedestrians, and we subsequently instituted a 6-month trial to test the changes.

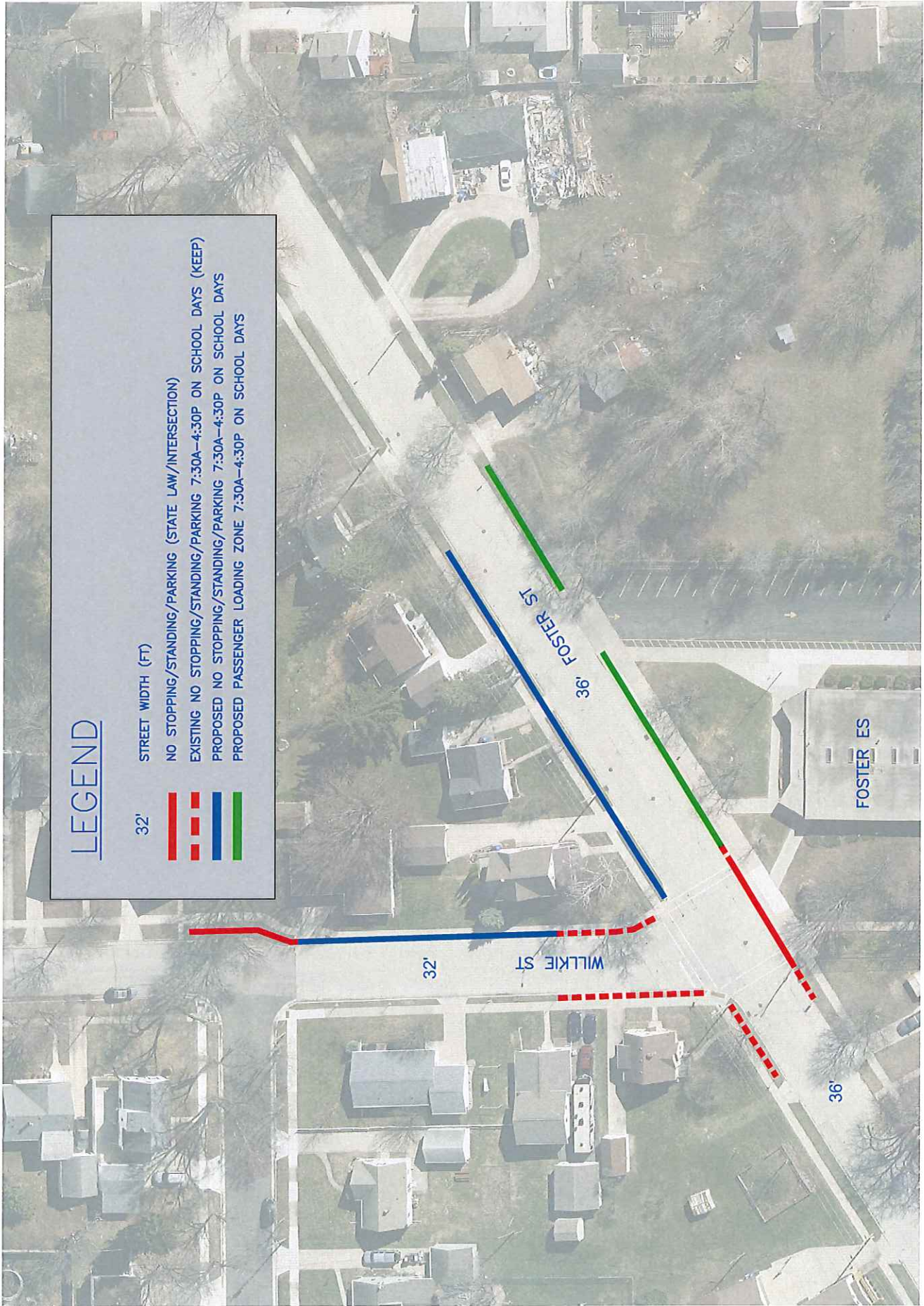
Upon review at the end of the trial period, AASD was pleased with the effectiveness of the changes. Additionally, we have received no negative feedback from the neighborhood. As such we recommend making the changes permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** "No Parking/Passenger Loading Zone (no unoccupied vehicles; driver must remain at wheel) be designated from 7:30 a.m. to 4:30 p.m. on school days on the south side of Foster Street from a point 15 feet northeast of Willkie Street to a point 240 feet northeast of Willkie Street, as measured along the centerline of Foster Street."
2. **Create:** "Stopping, standing and parking be prohibited from 7:30 a.m. to 4:30 p.m. on school days on the north side of Foster Street from a point 45 feet southwest of Willkie Street to a point 225 feet northeast of Willkie Street, as measured along the centerline of Foster Street."
3. **Create:** "Stopping, standing and parking be prohibited from 7:30 a.m. to 4:30 p.m. on school days on the east side of Willkie Street from Verbrick Street to a point 45 feet north of Foster Street."

LEGEND

- 32' STREET WIDTH (FT)
- NO STOPPING/STANDING/PARKING (STATE LAW/INTERSECTION)
- EXISTING NO STOPPING/STANDING/PARKING 7:30A-4:30P ON SCHOOL DAYS (KEEP)
- PROPOSED NO STOPPING/STANDING/PARKING 7:30A-4:30P ON SCHOOL DAYS
- PROPOSED PASSENGER LOADING ZONE 7:30A-4:30P ON SCHOOL DAYS





DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric S. Lom, City Traffic Engineer
Date: April 12, 2019
Re: Morrison Street and Harris Street 2-Way Conversion Projects

For nearly a decade now, the City has been working to identify opportunities to improve safety and mobility in and around our CBD. Among those efforts was the development of the *Downtown Appleton Mobility Plan*, which was unanimously approved by the City's Common Council in 2016. This plan provides a framework for future investments in the transportation system in and around CBD.

Among the identified projects was the conversion of Appleton Street to two-way traffic, which is currently under construction and will be completed later this year, providing a continuous north/south route through the city.

The purpose of this memo is to discuss two other important elements of the plan that are proposed for 2019 implementation:

- 1) the two-way conversion of Morrison Street north of College Avenue
- 2) the two-way conversion of Harris Street from Oneida Street and Morrison Street

These projects will allow for improved circulation in the CBD, giving drivers alternate routes to enter and exit the high-density areas north of College Avenue near the Yellow Ramp.

Unlike Appleton Street, the Morrison Street and Harris Street conversions will not require any significant pavement construction. They will, however, require changes to traffic signals, traffic signs and pavement markings, and will involve only minimal disruptions to traffic. It's also important to point out that all on-street parking on Morrison Street and Harris Street *will remain unchanged* as a result of these proposed projects (however, there would be one stall lost on Oneida Street). See the attached diagram for more details.

While the precise timing of the Morrison Street and Harris Street projects has not yet been determined, we anticipate they will occur in late June.

The following ordinance action is required:

1. **Create:** "Designate two-way stop control at the Oneida Street/Harris Street intersection (Harris Street traffic stops)."
2. **Create:** "Designate all-way stop control at the Morrison Street/Harris Street intersection."
3. **Create:** "Parking be prohibited on the west side of Oneida Street from Harris Street to a point 35 feet north of Harris Street."



DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

April 15, 2019

Dear property owner/tenant,

For nearly a decade now, the City of Appleton has been working to identify opportunities to improve safety and mobility in and around our Central Business District. Among those efforts was the development of the *Downtown Appleton Mobility Plan*, which was unanimously approved by the City's Common Council in 2016. This plan provides a framework for future investments in the transportation system in and around Downtown (you can view the full plan at <https://goo.gl/9otjH> or by scanning the QR code below).

The conversion of Appleton Street to two-way traffic – a major element of the plan – is currently under construction and will be completed later this year, providing a continuous north/south route through the city.

Two other important elements of the plan that are scheduled to be implemented in 2019 are the two-way conversions of Morrison Street (north of College Avenue) and Harris Street (from Oneida Street and Morrison Street). These projects will be discussed at the next meeting of the City's Municipal Services Committee (4:30 p.m. on Monday, April 22nd, 6th floor of City Center Building, 100 N. Appleton St.).

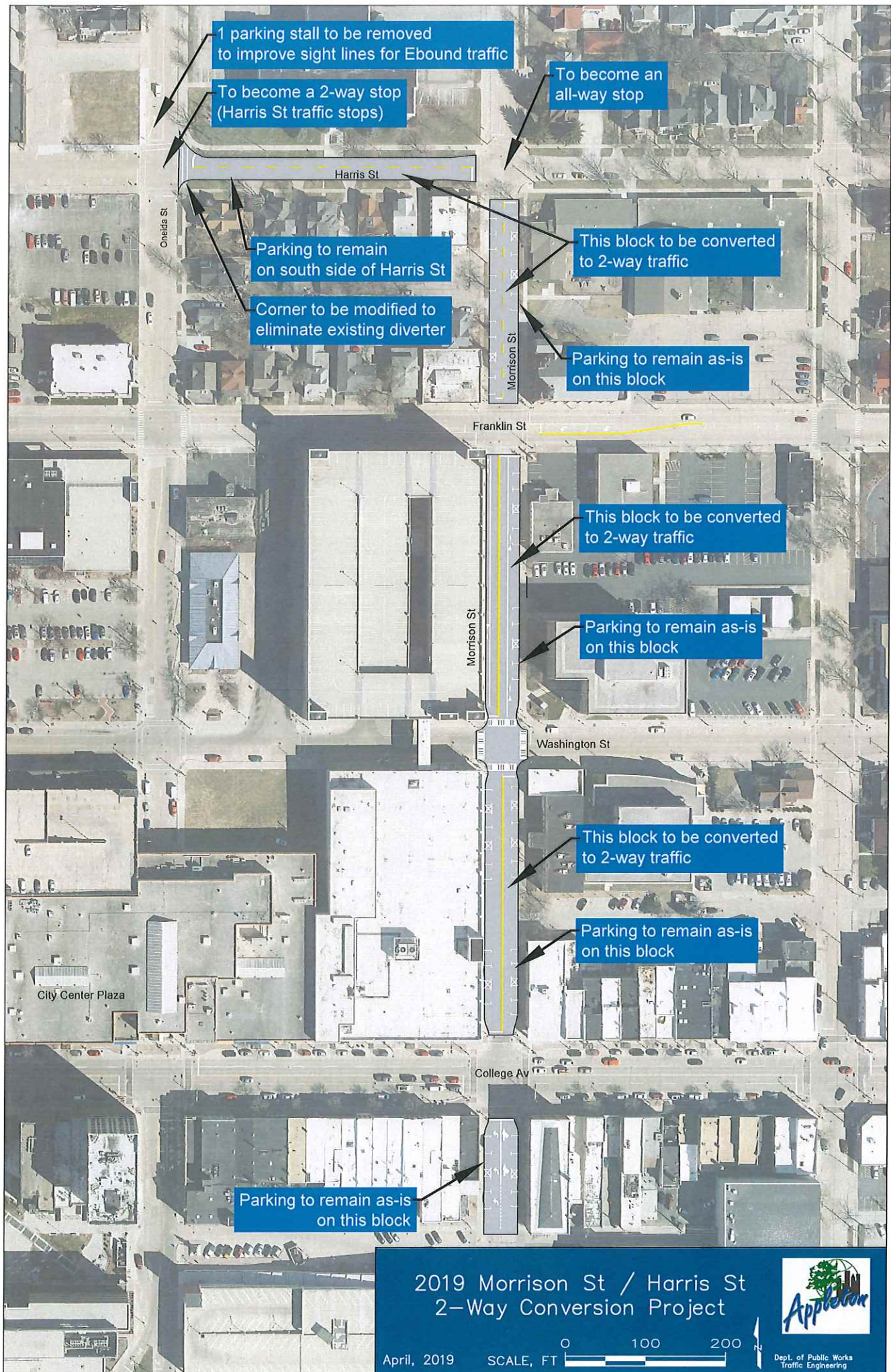
Unlike Appleton Street, the Morrison Street and Harris Street conversions will not require any significant pavement construction. They will, however, require changes to traffic signals, traffic signs and pavement markings, and will involve only minimal disruptions to traffic. It's also important to point out that all on-street parking on Morrison Street and Harris Street will remain unchanged as a result of the two-way conversions planned for 2019. See the attached diagram for more details.

While the precise timing of this year's Morrison Street and Harris Street projects has not yet been determined, we anticipate they will occur in late June. You will receive another letter as the details become known. If you have any questions or concerns about this project, please feel free to reach out to me at 832-3958 or eric.lom@appleton.org.

Sincerely,

Eric S. Lom, P.E.
City Traffic Engineer





1 parking stall to be removed to improve sight lines for Ebound traffic

To become a 2-way stop (Harris St traffic stops)

To become an all-way stop

Parking to remain on south side of Harris St

Corner to be modified to eliminate existing diverter

This block to be converted to 2-way traffic

Parking to remain as-is on this block

This block to be converted to 2-way traffic

Parking to remain as-is on this block

This block to be converted to 2-way traffic

Parking to remain as-is on this block

Parking to remain as-is on this block

2019 Morrison St / Harris St 2-Way Conversion Project

April, 2019

SCALE, FT



Dept. of Public Works
Traffic Engineering

FASTSIGNS

More than fast. More than signs.

Company: Tundraland

Contact: Hannah

Project:

Date: 4.12.19

FASTSIGNS

Contact: Trevor

Designer: Laura Fuhs

File: Tundraland Renewal 3

Revision: 3

PROJECT DESCRIPTION

Scope:

Process: digital print

Media: 180

Laminate: 8520 matte

Substrate: 6mm polymetal

Surface:

S/S: ___ D/S: ___

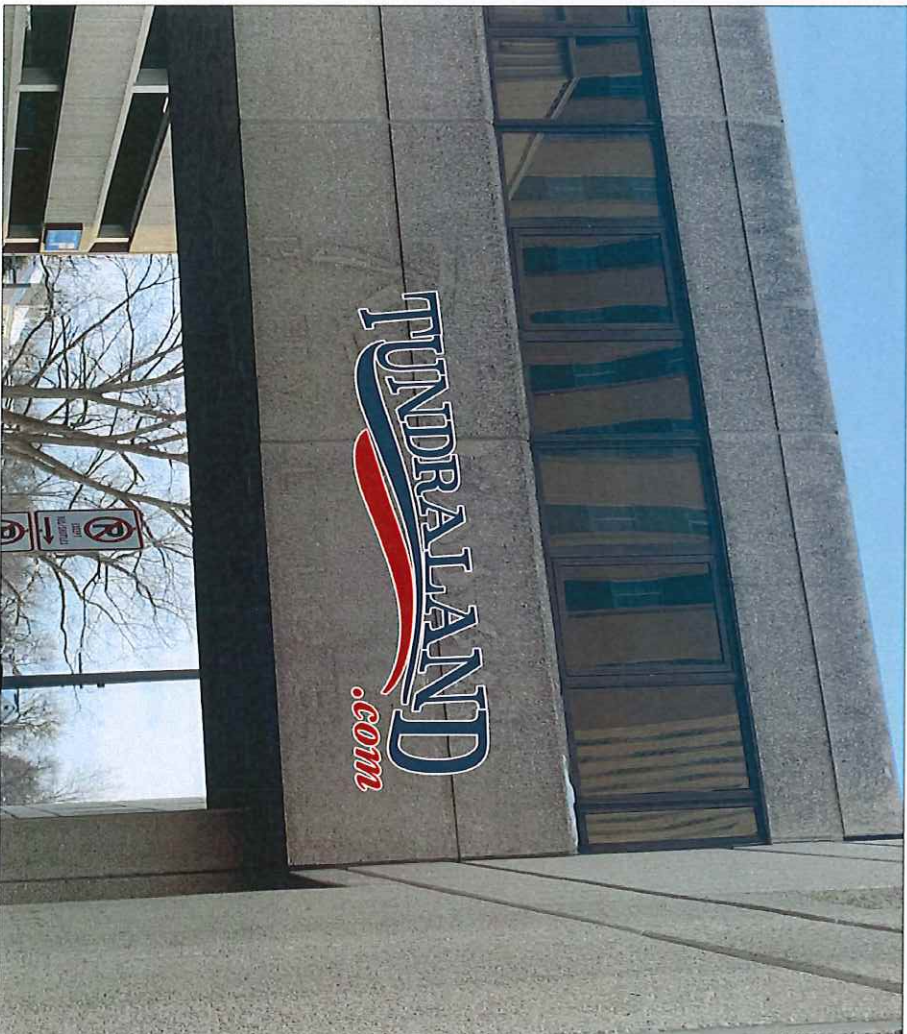
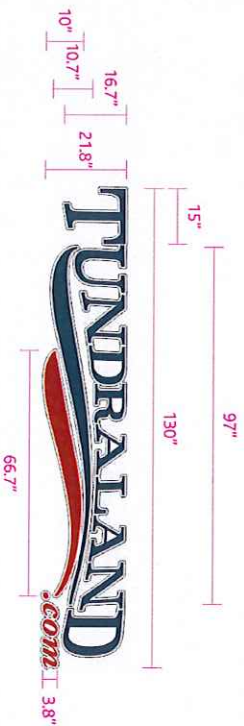
Hardware:

Font(s):

Color(s):

Notes: Routed Letters

Quantity
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Client signature for approval: _____

Date: _____

By signing this release, you are approving production of the work as specified on this document. Please examine all proofs carefully for accuracy. If changes are required, we will be happy to provide you a second proof free of charge. Thereafter, any further proofs will be billed at a \$10.00 minimum each.

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This rendering is private & confidential

Paula Vandehey

To: Cory Chisel
Subject: RE: Permitting process for City Signs

From: Cory Chisel <cc@refugearts.org>
Sent: Thursday, April 18, 2019 10:18 AM
To: Paula Vandehey <Paula.Vandehey@Appleton.org>
Cc: Chad M. Doran <Chad.Doran@appleton.org>; Courtney Little <courtney@refugearts.org>; Dean Gazza <Dean.Gazza@Appleton.org>; Eric Lom <Eric.Lom@Appleton.org>; Kurt Craanen <Kurt.Craanen@Appleton.org>; Tom Flick <Tom.Flick@Appleton.org>; charvath@foxcu.org
Subject: Re: Permitting process for City Signs

On behalf of Refuge Foundation For The Arts & Fox Communities Credit Union

Thank you for everyone's work on this incredible project!

Best,
Cory Chisel



Company Inc
 505 LAWRENCE DR. DE PERE, WI 54115
 920.336.8900 GREENBAYSIGNS.COM

CLIENT: FOX COMM. CREDIT UNION

LOCATION: VARIOUS

DRAWN BY: CHADIX

SALESPERSON: KELLY

DATE: 4/2/19

DESIGN #: DT5055

PAGE: 1

REVISION LOG: INTL DATE DESCRIPTION

00/00/0000

DIRECTIONAL SIGN

QUANTITY: 5 TOTAL

SIDES: S/F

FACES: WOODEN FACES SUPPLIED

MOUNTING: DIRECT EMBEDMENT

POLES: 4" SQUARE GALVANIZED METAL

INSTRUCTION: PICK UP WOODEN FACES IN APPLETON.
 ASSEMBLE POLES TO FACES AND
 INSTALL. SEE LOCATION PAGE
 FOR PLACEMENT OF SIGNS.

COLORS:

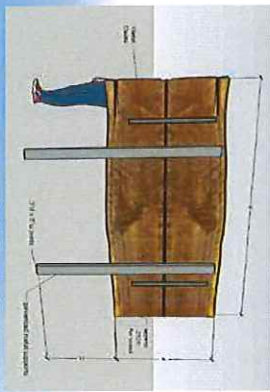
CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

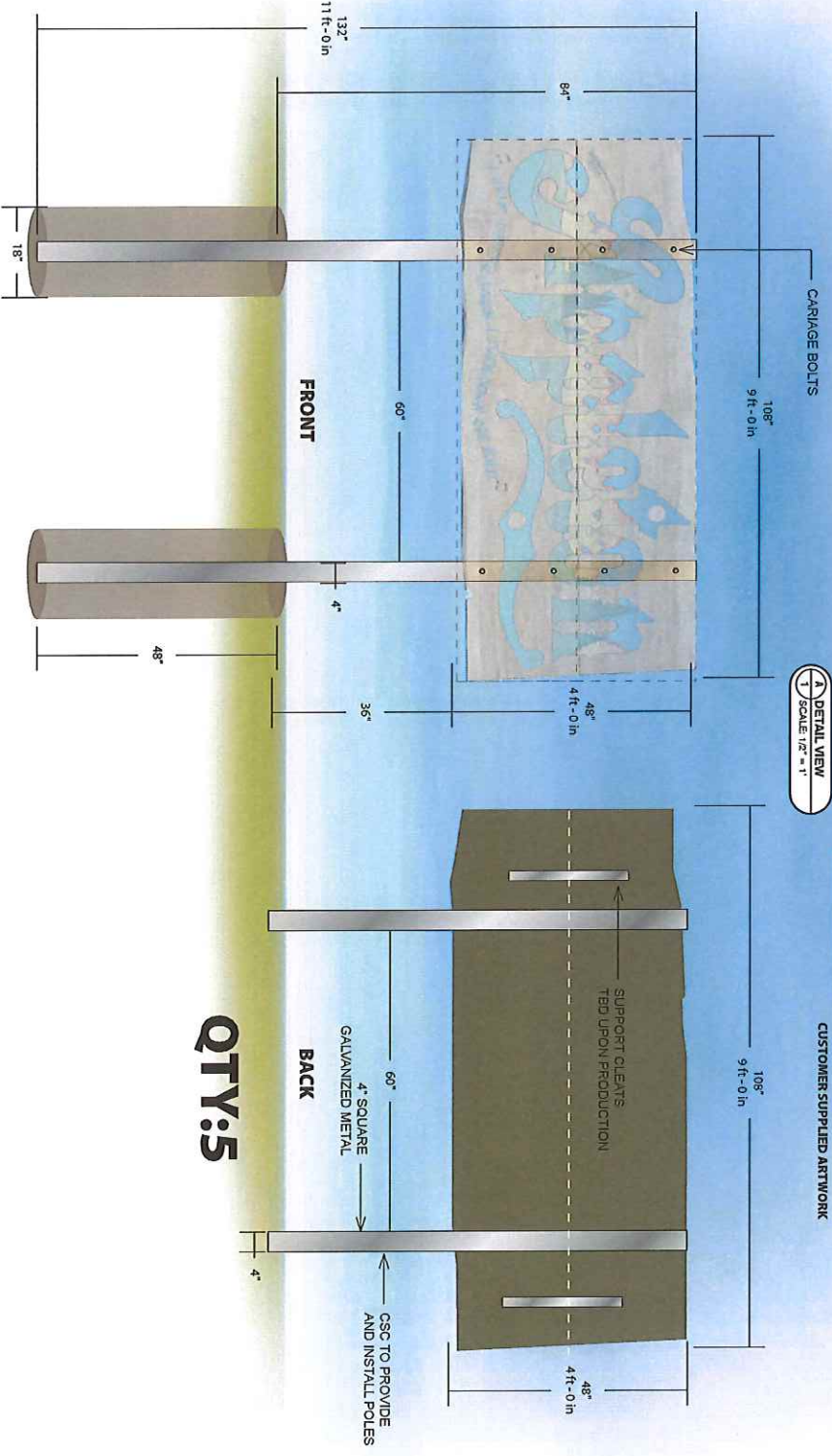
DIRECTIONAL SIGN: OPT 1



CUSTOMER SUPPLIED ARTWORK



CUSTOMER SUPPLIED ARTWORK



QTY: 5

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505 LAWRENCE DR. DE PERE, WI 54115
920.336.8900 GREENBAYSIGNS.COM

CLIENT: FOX COILM, CREDIT UNION

LOCATION: VARIOUS

DRAWN BY: CHINCY X

SALESPERSON: KELLIE L

DATE: 4/3/19

DESIGN #: DT5055

PAGE: 4

REVISION LOG: INTL DATE DESCRIPTION

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SITE PLAN

Table with 2 columns: INTL, DATE, DESCRIPTION. Multiple empty rows for revisions.

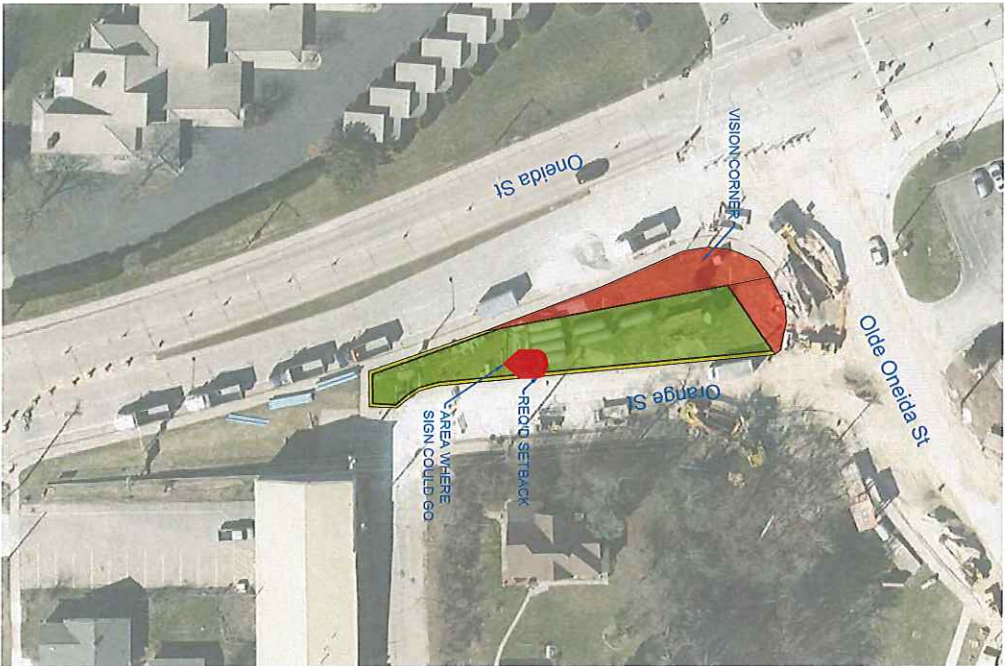
COLORS:

Table with 2 columns: COLOR, DESCRIPTION. Multiple empty rows for color specifications.

CUSTOMER SIGNATURE FOR DESIGN APPROVAL

DATE

LOCATION 3



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BETTER VISUAL OF SIGN PLACEMENT



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

MEMO

TO: Human Resources Committee
Municipal Services Committee

FROM: Nate Loper, Deputy Director of Public Works - Operations

DATE: April 18, 2019

SUBJECT: Changes to the Department of Public Works Table of Organization – Operations Division

The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying four (4) Operator positions to an Operator I classification.

<u>Current FTE</u>		<u>Proposed FTE</u>	
Operator	5.5	Operator	1.5
Operator I	28	Operator I	32
Operator II	<u>26</u>	Operator II	<u>26</u>
Total	59.5	Total	59.5

By making this change we expect to improve employee retention rates by paying employees the appropriate wage for the work they are performing. Currently, these four "Operators" work alongside the Operator I's and perform the same tasks as them for the majority or entirety of each day. They operate all the same equipment, plow snow and perform all other work associated with an Operator I classification. On average, these Operators perform Operator I duties approximately 75% of the year.

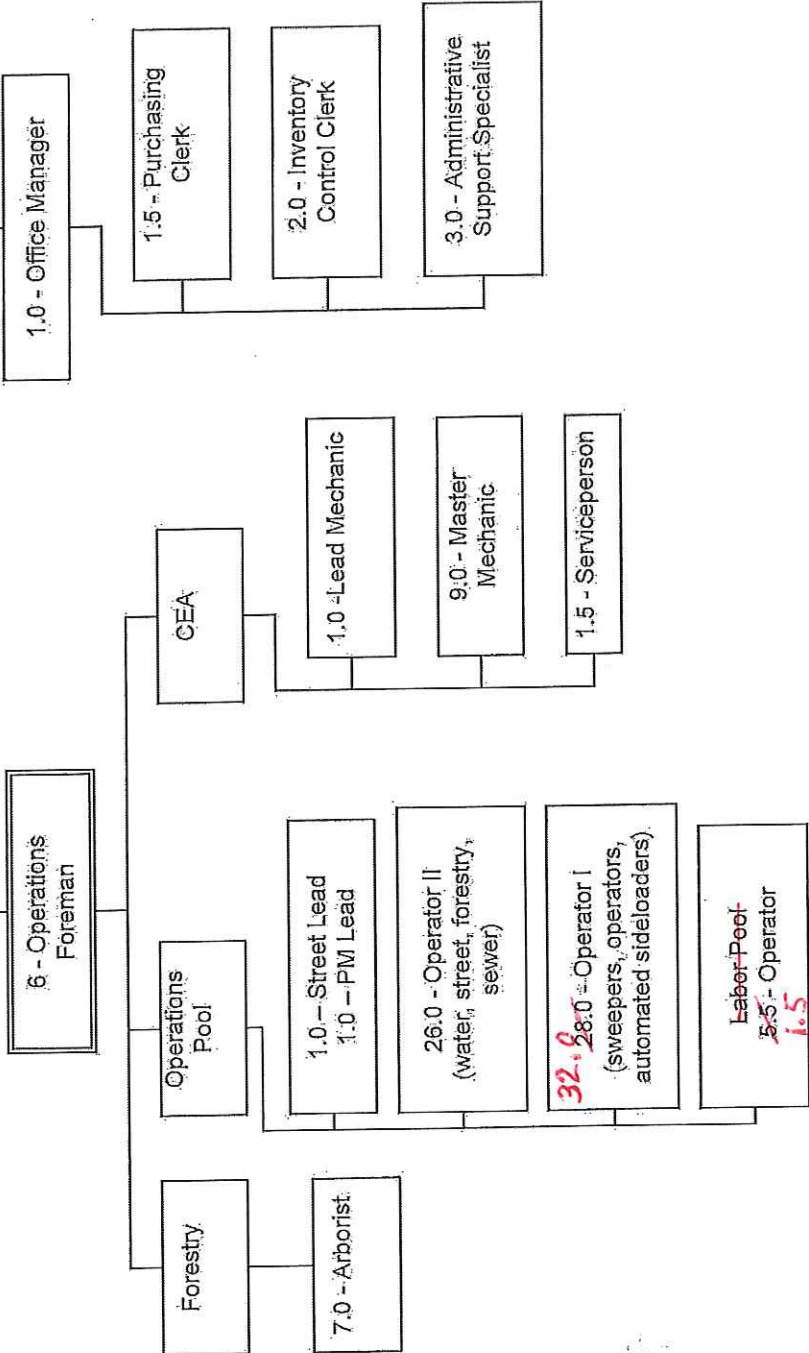
We also expect this change to improve employee attraction rates by offering a more competitive starting wage for new hires. The number of qualified applicants we receive for our Operator positions has been trending in the wrong direction over the past several years. We have made a few changes in hopes of attracting more qualified candidates, including changing the position title from Laborer to Operator, advertising the full pay range up to the 120% amount and marketing our advancement opportunities "promoting from within" philosophy in Public Works. However, these changes seem to have made little impact on our applicant pool.

Overall, we feel this change will not only help improve our employee retention and attraction rates but also be consistent with the City's Strategic Plan of "responsibly delivering excellent services" (Key Strategy #1) and "recognizing and growing everyone's talents" (Key Strategy # 3). The cost to implement this change is expected to be approximately \$14,144 annually (\$1.70/hr x 2080 hours/yr x 4 employees). The increased salary expenses for these changes will be offset by utilizing unused 2019 salary dollars that have accrued while filling several vacant positions from recent DPW retirements and resignations. Any resulting future salary increases will be subject to future departmental budget requests which should mostly be offset by upcoming expected retirements.

Attachment: Table of Organization

C: Paula Vandehey, Public Works Director
Tony Saucerman, Finance Director
Sandy Matz, Human Resources Director

1.0 - DPW Deputy Director Operations



Council Approved 11/7/18