



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, March 21, 2022

4:30 PM

Council Chambers, 6th Floor

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

[22-0408](#) Minutes from 3-7-22

Attachments: [Minutes May 7, 2022.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[22-0304](#) Approve Parking restriction change on the 1300 block of W. Harris Street (west of Mason Street). Follow-Up to Six-Month Trial Period

Attachments: [1300 block of W. Harris Street.pdf](#)

Legislative History

3/7/22 Municipal Services held
Committee
Held until next meeting.

[22-0397](#) Request from Brett Pawloski, 818 W Marquette Street, to have his sidewalk snow removal assessment of \$75 waived.

Attachments: [818 W Marquette St.pdf](#)

[22-0398](#) Approve proposed change to Municipal Code 19-112, non-metered off-street parking.

Attachments: [Municipal Code 19-112.pdf](#)

[22-0399](#) Approve change to intersection control at the Amelia Street/Wayne Street intersection. Follow-up to Sixth-Month Trial Period.

Attachments: [Amelia St-Wayne St.pdf](#)

- [22-0400](#) Approve change to intersection control at the Bedford Lane/Chestnut Lane/Plank Road intersection. Follow-up to Sixth-Month Trial Period.
- Attachments:** [Bedford La-Chestnut La-Plank Road.pdf](#)
- [22-0401](#) Approve change to intersection control at the Osprey Drive/Ridgehaven Lane intersection. Follow-up to Sixth Month Trial Period.
- Attachments:** [Osprey Dr-Ridgehaven La.pdf](#)
- [22-0402](#) Approve installation of Yield signs on Zion Lane/Zion Court at Sequoia Drive.
- Attachments:** [Zion La-Zion Ct at Sequoia Dr.pdf](#)
- [22-0404](#) Request from the Community Blood Center to waive the \$9/day/parking meter fee for five (5) stalls on College Avenue on April 27th, August 31st, October 26th and December 28th.

6. Information Items

- [22-0292](#) City of Appleton Parking Utility 2021 Annual Report.
- Attachments:** [Parking Utility 2021 Annual Report.pdf](#)
- [22-0204](#) Discussion of desired process for possible redesign of Soldier Square per Resolution #5-R-19.
- Attachments:** [Resolution #5-R-19.pdf](#)
- [22-0210](#) Review Crosswalk Installation Evaluation Guidance Flowchart.
- Attachments:** [Crosswalk Installation Evaluation .pdf](#)
- [22-0309](#) Inspections Division Permit Summary Comparison Report for February 28, 2022.
- Attachments:** [Inspection Divison Comparison Report-Feb 2022.pdf](#)
- [22-0405](#) Large item curbside collection educational documents.
- Attachments:** [Large item curbside collection documents.pdf](#)

[22-0406](#)

Proposed modification to the Department of Public Works Table of Organization-Purchasing.

Attachments: [Proposed Modification-Purchasing.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.



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Meeting Minutes - Final Municipal Services Committee

Monday, March 7, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Firkus and Fenton virtual appearance.

Present: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

3. Approval of minutes from previous meeting

[22-0284](#)

Minutes from February 21, 2022

Attachments: [Minutes from 2-21-22.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

4. **Public Hearings/Apearances**

5. **Action Items**

[22-0213](#)

Resolution #3-R-22 regarding Municipal Code Chapter 12, Article III,
Weeds and Wild Growth.

Attachments: [Resolution #3-R-22.pdf](#)
[Resolution #3-R-22-Memo.pdf](#)

The motion to recommend for denial failed by a 2-3 vote.

**Siebers moved, seconded by Doran, that the Report Action Item be
recommended for denial. Roll Call. Motion failed by the following vote:**

Aye: 2 - Doran and Siebers

Nay: 3 - Firkus, Prohaska and Fenton

The motion to recommend for approval failed by a 2-3 vote.

Prohaska moved, seconded by Fenton, that the Report Action Item be

recommended for approval. Roll Call. Motion failed by the following vote:

Aye: 2 - Prohaska and Fenton

Nay: 3 - Firkus, Doran and Siebers

Motion to amend by substitution to enact a No Mow May consistent with the rules that we have used the previous two years.

Firkus moved, seconded by Siebers, that the Report Action Item be approved as amended. Roll Call. Motion carried by the following vote:

Aye: 3 - Firkus, Prohaska and Siebers

Nay: 2 - Doran and Fenton

[21-0868](#)

Request from Blue Sky Contractors for a street occupancy permit for four parking stalls (CAW 310, 312, 314 & 316) for the commercial development project at 318 W. College Avenue be approved from June 14, 2021 through October 29, 2021 (except for September 24th and 25th).

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0289](#)

Request from Creative Downtown Appleton Inc. for a street occupancy permit for the College Avenue beautification strip between Drew Street and Badger Avenue for the following events:

May 20, 2022: Student Art

June 17, 2022: Street Music Week Finale

July 15-16, 2022: Chalk Walk

August 19-20, 2022: Paint Out

Attachments: [Downtown Creates Event Series Memo.pdf](#)

[Street Occ Permit-Creative Downtown.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0290](#)

Request from Creative Downtown Appleton Inc. for a street occupancy permit for Sidewalk Sales on the College Avenue beautification strip (not sidewalk area) from Drew Street to Badger Avenue on May 20, 2022; June 17, 2022; July 15-16, 2022 and August 19-20, 2022.

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0291](#)

Request from Bolton & Menk, Inc. for a street occupancy permit for balconies to extend into the Washington Street right-of-way 3 feet, with a minimum 28 foot clearance and a canopy to extend 8" into the Washington Street right-of-way with an 8'8" clearance.

Attachments: [Street Occ Permit-Bolton & Menk Inc.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0302](#)

Approve changes to intersection traffic control at the Lindbergh Street/Summit Street intersection. Follow-Up to Six-Month Period.

Attachments: [Lindbergh St-Summit St.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0303](#)

Approve New parking restriction on the 1300 block of N. Summit Street (at Wisconsin Avenue). Follow-Up to Six-Month Trial Period

Attachments: [1300 N Block of N. Summit St.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0304](#)

Approve Parking restriction change on the 1300 block of W. Harris Street (west of Mason Street). Follow-Up to Six-Month Trial Period

Attachments: [1300 block of W. Harris Street.pdf](#)

Held until next meeting.

Siebers moved, seconded by Prohaska, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

6. Information Items

[22-0292](#)

City of Appleton Parking Utility 2021 Annual Report.

Attachments: [Parking Utility 2021 Annual Report.pdf](#)

[22-0204](#)

Discussion of desired process for possible redesign of Soldier Square per Resolution #5-R-19.

Attachments: [Resolution #5-R-19.pdf](#)

[22-0210](#)

Review Crosswalk Installation Evaluation Guidance Flowchart.

Attachments: [Crosswalk Installation Evaluation .pdf](#)

[22-0309](#)

Inspections Division Permit Summary Comparison Report for February 28, 2022.

Attachments: [Inspection Divison Comparison Report-Feb 2022.pdf](#)

7. Adjournment

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers



"... 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: Mike Hardy, Assistant Traffic Engineer
Date: February 22, 2022
Re: Parking restriction change on the 1300 block of W. Harris Street (west of Mason Street)
Follow-Up to Six-Month Trial Period

In response to a concern raised by Alderperson Smith, the City implanted a new parking restriction for a 6-month trial period that began in September 2021. The new parking restriction was placed on the north side of Harris Street, west of Mason Street. The concern was when cars are parked on both sides of the street near Mason Street, it complicates the safe navigation of two-way traffic on Harris Street, especially when turning off Mason Street.



Figure 1: 6-Month Trial; NO PARKING Restriction, north side of Harris Street, extending 50-FT west of Mason Street

Feedback received from the Alderperson and residents during trial indicated it was effective, but there is a preference to move the parking restriction from the north side of Harris Street to the south side. During the trial, several vehicles belonging to Mason Street residents were routinely parked on Harris Street, with demand ranging from 0 to 3 vehicles parked at any given time. Most of the time, there was one or zero vehicles parked.



Figure 2: Post Trial Recommendation; NO PARKING Restriction, south side of Harris Street, extending 115-FT west of Mason Street

Our office supports the request to keep the restriction but move it to the south side of the street. The preference to move the restriction to the south side would help keep vehicles approaching Mason Street on the preferred side of the roadway. We feel limiting the parking restriction on Harris Street to one side is an effective balance to support the on-street parking needs of Mason Street residents and the safe navigation of two-way traffic on Harris Street near Mason Street. The restriction is extended to the second driveway since the space between the driveways is too small to legally park a common size vehicle.

A letter was mailed to nearby properties advising them of the recommended change. Feedback received is attached.

To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited on the south side of Harris Street from Mason Street to a point 115 feet west of Mason Street."

Michael Hardy

From: [REDACTED]
Sent: Monday, February 28, 2022 9:30 AM
To: Michael Hardy
Subject: Concerns

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

We received the letter about moving the no parking sign at the intersection of Harris St and Mason St. By moving this no parking sign you are just diverting the problem back to the other side again. And now again people will be parked in the crosswalk and in front of the driveway near by. We have seen this issue cause problems for the city and county workers picking up the trash, recycling, snow removal and leaf collection and even the residents in this neighborhood. We have already discussed this with the Alderman. The parking habits of the people are different in the winter than they are in the summer time. Please reconsider this.

The Kozlovsky Household

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

401 N Mason St
(NW Corner of Mason/Harris)

Michael Hardy

From: [REDACTED]
Sent: Monday, February 28, 2022 3:12 PM
To: Michael Hardy
Subject: Parking restriction change

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Re: Parking restriction change on the 1300 block of W. Harris Street (west of Mason St)

Since my family moved into our home in 2013 there has never been any parking restrictions on the 1300 block of W. Harris. I have never seen, experienced or known of anyone who has experienced an accident on that portion of the street. For years people were able to safely navigate the two way traffic without complication. For those of us that live on Mason Street that don't have any parking options in front of our homes due to the city street layout, the side street of Harris is essential for parking. I am strongly opposed to any parking restrictions for the street of Harris. Many of us have small narrow driveways and cannot park more than 2 cars without blocking the sidewalk. These parking restrictions would cause extreme burden and increased safety risk for those of us that need that side street to park. We use this side street for temporary parking when rearranging vehicles, to allow other household members or visitors out, to allow a contractor plumber, internet installer, or delivery driver to park in our driveway, or to remove the wall of snow that the city plow pushed into our driveway. I'd park on Harris, walk to my house, and unblock my driveway so I could park my car. Having to park and walk down the road when it's icy, cold, and dark is bad enough. Increase the distance, my age, or make me a mom with a newborn and the risk levels multiply. Delivery drivers use the 1300 block of West Harris for temporary parking along with police officers. I viewed 2 police vehicles parked where the current 6 month parking restriction is while the restriction was in full effect. Once again I strongly oppose any parking restrictions for the 1300 block of W. Harris. There should be no new restrictions and the temporary 6 month trial restriction should be removed. I ask before you consider any parking restrictions lookup 417 N Mason, imagine living there. Your truck is blocked. You have to park your spouse's car down on Harris, then walk back to the house to get the truck, park the truck on Harris, then jump back in the car, park the car in the driveway, then walk back to Harris for the truck. Now add 3 kids with after school activities and a company work van to the vehicle swapping mix. I invite you to park on Harris and walk to my driveway and back to your vehicle and imagine doing this multiple times per day. I'm not the only household that has to swap vehicles like this daily and even without the parking restrictions there have been times that Harris is full and I had to park on Franklin. I hope in reading this you can understand why I strongly oppose parking restrictions on Harris. Thank you for your time.

Sincerely,

Ellen Wight
[REDACTED]
[REDACTED]

417 N Mason St
Appleton, WI 54914

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

Renee Padgett

From: Renee Padgett
Sent: Wednesday, March 9, 2022 7:39 AM
To: Paula Vandehey
Subject: FW: Bill Number: 22-00287-1 / SIDEWALK SNOW REMOVAL / RESIDENTIAL PROPERTY INQUIRY FOR 31-5-2897-00
Attachments: CSR 214111.pdf; 818 W MARQUETTE ST-pics.docx

Good Morning Paula:

Please see request below to be added to the next MSC via Zoom. Is the committee entertaining video anymore?

Sincerely,
Renee

From: brett pawloski <brettpawloski@gmail.com>
Sent: Tuesday, March 8, 2022 9:20 PM
To: Renee Padgett <Renee.Padgett@Appleton.org>
Subject: Re: Bill Number: 22-00287-1 / SIDEWALK SNOW REMOVAL / RESIDENTIAL PROPERTY INQUIRY FOR 31-5-2897-00

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Renee. Just letting you know that I would like to be put on the agenda to contest this fine. I would also like be allowed to attend via zoom as my work schedule does not allow me to take off on Monday's. Thanks

Sent from my iPhone

On Mar 7, 2022, at 10:44, Renee Padgett <Renee.Padgett@appleton.org> wrote:

Hello Brett:

I feel badly about your experience, and however the request to inform is not part of standard operating procedure, I will mention your request to be informed to my superiors.

Once a complaint is received, the City will investigate the complaint (we do not actively seek violations). If the property is in violation of the City's Snow and Ice Removal Ordinance, the City will take the appropriate action. The property owner will **not** receive a courtesy notice that they are in violation of this violation. The city inspector or contractor hired to perform this service takes "before" and "after" pictures of the site. The cost of salting or clearing the sidewalk is currently \$75 plus \$0.40 per foot after the first 100 feet and is billed to the property owner.

Please be aware, property owners on corner lots must also remove snow and ice from curb ramps. These ramps are considered an extension of the sidewalk system.

To provide safe sidewalks for pedestrians, the owner or occupant of the property immediately adjacent to a public sidewalk is responsible for the removal of any snow or ice that accumulates on the sidewalk. Property owners are required to remove snow and ice per City Ordinance Section 16-10 Snow and Ice Removal.

MUNICIPAL CODE, CHAPTER 16, Sect 16-10 SNOW & ICE REMOVAL

(a) Every person shall, no later than 36 hours following cessation of a snowfall, remove all snow and/or ice from the entire width of the sidewalk in front of the premises owned or occupied by him; provided that, immediately after the accumulation of ice on such sidewalk it shall be treated with sand, salt or other substance to prevent it from being slippery. The ice shall continue to be so treated in such a manner as to prevent the ice from being dangerous until it can be removed and shall then be promptly removed. If the owner or occupant of such premises shall fail to remove such snow and ice or to sprinkle a sidewalk as required, the work shall be done under the direction of the Common Council and the expenses thereof made a special tax upon the lot in front of which such work was done.

(b) No person shall remove or cause to be removed any snow or ice from his premises, residence, parking lot, parking area, business property or other area onto any public right-of-way or property. Snow removed from public sidewalks shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement or access.

(c) The deposit of any snow or ice upon any sidewalk, alley or street of the city contrary to the provisions of this section is a nuisance, and in addition to the penalty provided for violation of this chapter, the City may summarily remove any snow or ice so deposited and cause the cost of removal to be charged to the owner of the property from which the snow or ice has been removed.

<https://www.appleton.org/government/public-works/winter-page>

Renee Padgett

920-832-5592

City of Appleton | [Public Works](#) | [Engineering](#)



PW03 3/09/22
PADGETRR 07:08:18

CUSTOMER SERVICE
REQUEST MAINT

AMS1145
R2

REQUEST.....- 214111
DESCRIPTION.....- SIDEWALK NOT SHOVELED

LOCATION OF PROBLEM.- _____

ENTRY DATE/TIME/BY - 2/28/22 10:51:33 KROMMCPW

HOUS#	N/S/E/W	STREET NAME	TYP	APT #
<u>818</u>	<u>W</u>	<u>MARQUETTE</u>	<u>ST</u>	

STR ADDR OF PROBLEM.-
PARCEL #.....- 31-5-2897-00

REQUESTOR NAME.....- NEIGHBOR

REQUESTOR ADDRESS 1.- _____

REQUESTOR ADDRESS 2.- _____

REQUESTOR ADDRESS 3.- _____

PHONE #1..- _____ PHONE #2..- _____

GIVE TO DEPT.....- DPW DEPT OF PUBLIC WORKS

GIVE TO DIVISION.....- SDW SIDEWALKS

ANONYMOUS.....Y/N..- N RENTAL....Y/N..- N

CELL PHONE...- _____ FAX PHONE...- _____

F1-SELECT F12-PREVIOUS W NO MAINT F3-EXIT F7-NOTES -has notes

Mar 11, 2022 at 8:46:26 AM
818 W Marquette St
Appleton WI 54914
United States



Mar 1, 2022 at 8:48:08 AM
818 W Marquette St
Appleton WI 54914
United States



Sec. 16-9. Obstructing passage.

(a) No unauthorized person shall stand, sit, lie, remain or otherwise occupy any street, sidewalk or other public way open for pedestrian or vehicular travel in such a manner as to annoy or molest any pedestrian thereon, or so as to obstruct or unreasonably interfere with the free passage of pedestrians, motor vehicles or other modes of travel. No person shall stand or remain at or near the entrance to any public or private building in such a manner as to annoy persons entering or leaving or passing such entrance. No person shall stand, sit, lie, remain or otherwise occupy any motor vehicle without permission of the owner.

(b) No kiosk, bulletin board or other decorative object shall be placed upon the street right-of-way except upon benches or other seating facilities provided for such purposes by the City.

(c) Sandwich board/temporary signs may be placed in the street right-of-way in conformance with the City of Appleton Sandwich Board/Temporary Sign Policy. (Code 1965, §5.07(1)(d), Ord 164-07, §1, 12-25-07)
Cross reference(s) – Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18

Sec. 16-10. Snow and ice removal.

(a) Every person shall, no later than thirty-six (36) hours following cessation of a snowfall, remove all snow and/or ice from the entire width of the sidewalk along the entire perimeter of the premises owned or occupied by him, including any handicap access ramps along the perimeter of the premises; provided that, immediately after the accumulation of ice on such sidewalk, it shall be treated with sand, salt or other substance to prevent it from being slippery. The ice shall continue to be so treated in such a manner as to prevent the ice from being dangerous until it can be removed and shall then be promptly removed. If the owner or occupant of such premises shall fail to remove and keep removed, such snow and ice or to sprinkle a sidewalk as required, the work shall be done under the direction of the Common Council and the expenses thereof made a special tax upon the lot along the entire perimeter of where such work was done.

(b) No person shall remove or cause to be removed any snow or ice from his premises, residence, parking lot, parking area, business property or other area onto any public right-of-way or property. Snow removed from public sidewalks shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement or access. Snow accumulations on sidewalks and handicap ramps resulting from street snow plowing operations shall be removed by the owner of the abutting premises in accordance with the provisions of this section.

In those instances where insufficient space exists between the sidewalk and street for the storage of all snow removed, it shall be stored on the abutting premises.
 (Ord 25-17, §1, 3-21-17)

(c) The deposit of any snow or ice upon any sidewalk alley or street of the city contrary to the provisions of this section is a nuisance, and in addition to the penalty provided for violation of this chapter, the City may summarily remove any snow or ice so deposited and cause the cost of the removal to be charged to the owner of the property from which the snow or ice has been removed. (Code 1965, §5.10; Ord 155-10, §1, 10-26-10; Ord 98-13, §1, 11-26-13)

Cross reference(s) – Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

Sec. 16-11. Compliance with City plans and specifications.

All streets and alleys shall be graded, graveled, paved or improved, all sidewalks shall be constructed or rebuilt, and all underground utilities in public streets, alleys and public grounds, all bridges, and all other public works of any kind whatever shall be built, constructed, erected or completed according to the plans and specifications kept on file in the office of the Director of Public Works. Such work shall be done in a manner and of the materials the specifications prescribe. Said work shall be completed in accordance with the requirements set forth in the City's *Temporary Traffic Control Manual for Street Construction and Maintenance Operations in the City of Appleton*, latest edition.
 (Code 1965, §5.06; Ord 143-05, §1, 12-13-05)

Sec. 16-12. Work in public right-of-way – permit.

(a) **Administrative authority.** Permits shall be issued by the Engineering Division of the Department of Public Works.

(b) **Fee; commencement of work without permit.**

- (1) An established permit fee in the amount which is on file in the Department of Public Works shall be paid for each permit issued under this section. If work is commenced before a permit is obtained and the permit request is denied, the Director of Public Works shall order the work ceased or the condition removed until a permit is obtained, for which the applicant shall pay a fee of four (4) times the established fee.
- (2) If a permit is denied, the Director of Public Works or the Common Council may cause any offending conditions to be removed or



Sidewalk Snow Removal Appeals

ADDRESS	Official End of Storm	36 Hour Time	Cleared and/or salted	Fee
1400 E. Amelia Street	1/31/2017 @ 9:00 AM	2/1/2017 @ 9:00 PM	2/6/2017	\$ 75.00
49-51 Valerie Drive	1/31/2017 @ 9:00 AM	2/1/2017 @ 9:00 PM	2/6/2017	\$ 75.00
703 E. Goodall Street	1/31/2017 @ 9:00 AM	2/1/2017 @ 9:00 PM	2/3/2017	\$ 75.00
1315 W. Rogers Avenue	4/16/2018 @ 11:00 AM	4/17/2018 @ 11:00 PM	4/22/2018	\$ 75.00
1737 N. Mason Street	12/2/2018 @ 11:00 PM	12/4/2018 @ 11:00 AM	12/6/2018	\$ 75.00
331 W. Foster Street	12/2/2018 @ 11:00 PM	12/4/2018 @ 11:00 AM	12/8/2018	\$ 75.00
115 N. Mason Street	12/12/2019 @ 5:45 PM	12/14/2019 @ 5:45 AM	12/19/2019	\$ 85.80
1028 S. Walden Avenue	2/18/2020 @ 4:30 AM	2/19/2020 @ 4:30 PM	2/26/2020	\$ 107.40
818 W. Marquette Street	2/22/2022 @ 7:00 PM	2/24/2022 @ 7:00 AM	3/1/2022	\$ 75.00



MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works

DATE: March 11, 2022

SUBJECT: **Proposed changes to Municipal Code Section 19-112, Non-Metered Off-Street Parking.**

In order to ensure that there will be adequate short-term parking in the lower levels of the Yellow Ramp, the City Council recently approved an ordinance change requiring overnight parking occur on levels 6 and 7. Because a majority of the customers that park overnight have monthly permits, this ordinance change is effective January 1, 2023.

Another recommendation by Walker Parking Consultants to create the desired short-term parking opportunities before the new Library opens in 2023, is to create a 3-hour time limit for parking in the western bay of level one in the Yellow Ramp.

Therefore, City staff is recommending that the following section of Municipal Code Section 19-112 be amended to add (e):

Yellow Ramp: 3-hour time limit in the western bay of level 1.

Attachment

ADOPTED:
PUBLISHED:
Office of the City Clerk

XX-22

AN ORDINANCE AMENDING SECTION 19-112 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO NON-METERED OFF-STREET PARKING.

(Municipal Services Committee – XX-XX-2022)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 19-112 of Chapter 19 of the Municipal Code of the City of Appleton, relating to non-metered off-street parking, is hereby amended to read as follows:

Sec. 19-112. Non-metered off-street parking.

(a) The rates and regulations for non-metered off-street parking facilities owned by the City may be established by the Common Council and shall be on file in the office of the Department of Public Works.

(b) Any vehicle which has not been moved and/or is left unattended in any City-owned non-metered off-street parking facility for more than thirty (30) days shall be considered to be abandoned, and shall be dealt with pursuant to the provisions of Chapter 12, Article V of this Municipal Code.

(c) Jones Park Parking Lot: 5 a.m. – 11 p.m. 2-hour time limit. No parking 11 p.m. – 5 a.m.

(d) Yellow Ramp: Overnight parking in the Yellow Ramp is permitted only on levels 6 and 7 (to become effective January 1, 2023).

(e) Yellow Ramp: 3-hour time limit in the western bay of level 1.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication.

Dated: _____

Jacob A. Woodford, Mayor

Kami Lynch, City Clerk



"... 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: March 15, 2022
Re: Change to intersection traffic control at the Amelia Street / Wayne Street intersection
Follow-Up to Six-Month Trial Period

Based on a request from Alderperson Meltzer, the Traffic Section recently reviewed the traffic control at the intersection of Amelia Street and Wayne Street, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located one block north of Wisconsin Avenue and three block-equivalents west of Ballard Road. The land use in this area is mixture of commercial and residential. Both streets are classified as *local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low, at approximately 650 vehicles per day. A review of crash records indicated one reportable crash for the recent five-year period of 2016 through 2020. The critical approach speed for the intersection was found to be approximately 7 mph, due primarily to the building in the southwest quadrant of the intersection.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard for yield control. As such, we recommend maintaining the two-way stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Wayne Street at Amelia Street."



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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: March 15, 2022
Re: Change to intersection traffic control at the Bedford Ln/Chestnut Ln/Plank Rd intersection
Follow-Up to Six-Month Trial Period

Based on a request from Alderperson Doran, the Traffic Section recently reviewed the traffic control at the intersection of Bedford Lane/Chestnut Lane/Plank Road, and subsequently initiated a six-month trial period to change from yield control to one-way stop control. This "T" intersection is located one block south of Midway Road and 0.45 miles west of Telulah Avenue. The land use in this area is primarily residential. All three streets are classified as *local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is moderate, at approximately 3,050 vehicles per day. A review of crash records indicated two reportable crashes for the recent five-year period of 2016 through 2020. The critical approach speed for the intersection was found to be approximately 7 mph.

This intersection meets the volume threshold for stop control, and the critical approach speed is below the standard for yield control. As such, we recommend maintaining the one-way stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Chestnut Lane at Plank Road/Bedford Lane."



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Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: March 15, 2022
Re: Change to intersection traffic control at the Osprey Dr/Ridgehaven Ln intersection
Follow-Up to Six-Month Trial Period

Based on requests from multiple citizens, the Traffic Section recently reviewed the traffic control at the intersection of Osprey Drive/Ridgehaven Lane, and subsequently initiated a six-month trial period to change from no control to one-way stop control. This "T" intersection is located 0.2 miles east of Ballard Road and 0.4 miles north of Edgewood Drive. The land use in this area is primarily residential. Both streets are classified as *local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low, at an estimated 750 vehicles per day. A review of crash records indicated zero reportable crashes for the recent five-year period of 2016 through 2020. The critical approach speed for the intersection was found to be approximately 4 mph, which is due to dense vegetation in the northwest corner.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard for no control/yield control. As such, we recommend maintaining the one-way stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Ridgehaven Lane at Osprey Drive."



Dense Vegetation in Northwest Quadrant



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

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TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric S. Lom, City Traffic Engineer
Date: March 15, 2022
Re: North Edgewood Estates Subdivision (Phase 3) traffic control

The Phase 3 of the North Edgewood Estates Subdivision is currently being developed. Outlined below are the recommended traffic-related ordinance changes associated with these added roadways.

INTERSECTION CONTROL

The city's practice has been to provide intersection control at all four-legged intersections. As such, we recommend utilizing yield control at the Sequoia Drive/Zion Lane/Zion Court intersection. To accomplish this, the following ordinance action is required:

1. **Create:** "Install yield signs on Zion Lane/Zion Court at Sequoia Drive."

City of Appleton Parking Utility

2021 Annual Report

VISION: Providing Excellence in Downtown Parking



**PARK & PLAY
THE DOWNTOWN WAY**

Parking Utility Guiding Principals

- Maintain the small town, walkable form that has evolved over decades of purposeful planning.
- Support a park once, pedestrian friendly vision that improves connectivity for visitors, residents and employees.
- Provide a customer-friendly experience centered on convenience, access and fairness.
- Help facilitate and encourage a diverse economy.
- Maintain a responsibility to optimize public investment in parking infrastructure.



Parking Inventory



Off-street meter parking stalls	=	94
On-street meter parking stalls	=	784
Ramp parking stalls	=	2,775
Motorcycle / Moped stalls	=	32
TOTAL PUBLIC PARKING STALLS	=	3,685

**PARK & PLAY
THE DOWNTOWN WAY**

Accomplishments in 2015

1. Reduced meter hours from 9:00 am – 9:00 pm to 9:00 am – 6:00 pm, Monday through Saturday, with Sundays remaining free.
2. Changed on-street meter limit from 2 hours to 12 hours and the rate from \$0.75/hour to \$0.20/hour for all on-street meters north of Washington Street.

Accomplishments in 2016

1. Implemented new pay-on-exit parking system in the Green, Yellow and Red Parking Ramps. System includes credit card and validation capabilities.
2. Implemented new ramp permit rates as follows:
 - \$30/month all ramps except Blue Ramp and \$35/month Blue Ramp

Accomplishments in 2017

1. Purchased a new enforcement vehicle to enforce parking time zones throughout the city.
2. Implemented Passport parking meter pay-by-phone app.
3. Installed additional signage in the Red Ramp and Green Ramp, and created a second exit lane in the Green Ramp to reduce exiting times from these ramps after major events.
4. Implemented Special Event Parking in the Green Ramp for major PAC events.

Accomplishments in 2018

1. Upgraded Red Ramp lights to LED fixtures.

Accomplishments in 2019

1. Upgraded Yellow Ramp lights to LED fixtures.
2. Replaced elevators in Red Ramp and Yellow Ramp.
3. Demolished Blue Ramp.
4. Created motorcycle and bicycle parking area in Green Ramp.
5. Accept credit card payments for monthly permits.
6. Implemented new ramp rates as follows:
 - \$2.00 < 3 hours, \$3.00 3-4 hours, and \$5.00 > 4 hours
7. Implemented new meter rates as follows:
 - \$1.00 per hour gray meters
 - \$0.50 per hour red meters (30 minutes)
 - \$0.25 per hour meters north of Washington Street

Accomplishments in 2020/2021

1. Implemented \$35/month ramp permit fee.
2. Implemented PassPort Citation software.
3. Implemented online payment option for parking card holders and businesses.

Upcoming Projects in 2022

1. Upgrade Green Ramp lights to LED fixtures.
2. Replace stairwell in Green Ramp.
3. Seal concrete decks of Green Ramp.
4. Replace elevator shafts in Red Ramp.

**PARK & PLAY
THE DOWNTOWN WAY**

2021 Financial Overview

REVENUES

Ramp Permits	\$ 657,781
Ramp pay-as-exit	\$ 363,329
Meters	\$ 475,513
Fines	\$ 249,170
Other	<u>\$1,497,992*</u>
TOTAL	\$3,243,785

EXPENSES

Labor	\$ 717,721
Supplies & Services	\$ 571,202
Capital	\$ 113,936
Debt	\$ 0
Depreciation / Other	<u>\$ 570,898</u>
TOTAL	\$1,973,757

*American Rescue Plan Act Funds

Parking Statistics

Number of Permit Holders:

2015	2,581
2016	2,497
2017	2,562
2018	2,404
2019	2,488
2020	1,863
2021	1,640

Number of Citations Issued:

2015	12,463
2016	10,691
2017	10,764
2018	10,071
2019	10,168
2020	10,799
2021	13,805



Green Ramp Motorcycle and Bicycle Parking Area

**PARK & PLAY
THE DOWNTOWN WAY**

RESOLUTION #5-R-19 Amended on _____

Rededication and revitalization of Soldier's Square

WHEREAS; Monuments have long been used by civilizations as a way to commemorate a common history and to visualize a shared future, and have historically been incorporated into the fabric of civic life through the formation of public spaces which embrace them, just as they were on Market Street in Appleton from 1851 through 1937, and;

WHEREAS; For the bereaved, military comrades, and the public at large, public memorials function as virtual graves for those who often died far from home on foreign soil and serve as permanent reminders of the steep price our nation, and our City, has paid for the preservation of its security and freedoms and the events that have helped shape our common history, and;

WHEREAS; a one-block long plaza 80 feet in width between South Morrison and South Oneida streets, was deeded to Appleton in the 1850's by Boston philanthropist Amos Adams Lawrence, the namesake of Lawrence University, with the deed restriction that it continue to function as a "Public Highway", in perpetuity, lest it be returned to the Lawrence family, and;

WHEREAS; Market Street, as it was known from the early days of Appleton, was renamed in 1911 as 'Soldiers Square,' precipitated by the dedication of a monument erected to honor soldiers who fought in the Civil War, a monument created by Italian sculptor Chevalier Gaetano Trentanove and presented by Appleton industrialist A.W. Priest in memory of his brother, James Priest, who died in the Civil War, and;

WHEREAS; In 1915, in response to a national call to honor those who served in the Spanish-American War, the City of Appleton petitioned for and received one of the one thousand "Remember the USS Maine" memorial plaques cast from the salvaged metals of the infamous warship before it was permanently sunk off the shores of Havana Harbor, dedicating it, along with two Napoleon cannon from the same conflict, on the East end of Soldier's Square, and;

WHEREAS; In 1922, The City Planning Survey recognized the importance of Soldier's Square, its newly established memorial reflection space, as a primary element in its first attempt to create a bold new vision for downtown, and;

WHEREAS; In the late 30's, to make way for parking, the Spanish American War Memorial was relocated to Pierce Park where it was subjected to vandalism and the metal scrap drive of 1943 which resulted in the loss of the cannon and memorial plaque, and has since deteriorated beyond recognition while the Civil War memorial, which remains in Soldier's Square, has, over time, forfeited its prominence in the square, and;

WHEREAS; More recently, the veterans of the Middle East conflicts, but also including those who served in Viet Nam, Korea and others conflicts over the last half century, have NEVER been formerly recognized in the common public space of Soldier's Square or elsewhere in Appleton and are well-deserving of the same recognition and honor afforded all veterans of foreign wars, and;

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

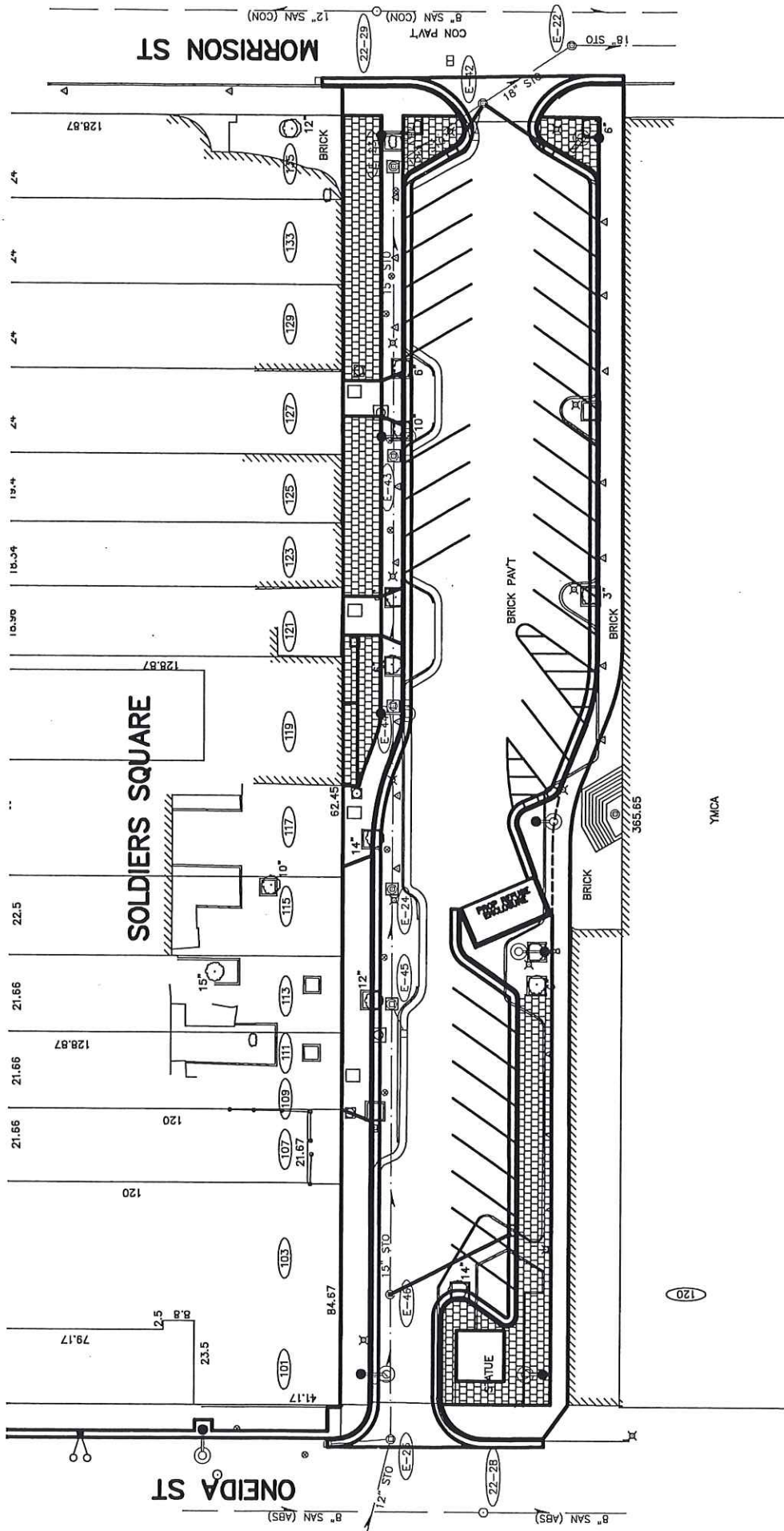
WHEREAS; the City of Appleton's updated Comprehension Plan of 2016 included a concept for an expanded civic space, providing for intentional connectivity between Houdini Plaza and Soldier Square, prioritizing walkability and usability; and

NOW THEREFORE, BE IT RESOLVED;

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

BE IT FURTHER RESOLVED;

That the City of Appleton will commit to an effort to revitalize Soldier's Square and make an effort to recapture the former function of the space as a public highway without prohibiting any future ancillary development and **without unduly impacting parking and traffic movement**; and that the City accommodate the relocation and restoration of the Spanish-American War Memorial in any foreseeable future redevelopment plans of Soldier's Square and delay the proposed restorations of the Spanish-American War Memorial and Civil War Memorial, until a determination can be made to the relocation of the same, as well as afford the opportunity to have other recent conflicts memorials recognized without any direct cost to the City of Appleton.



MORRISON ST

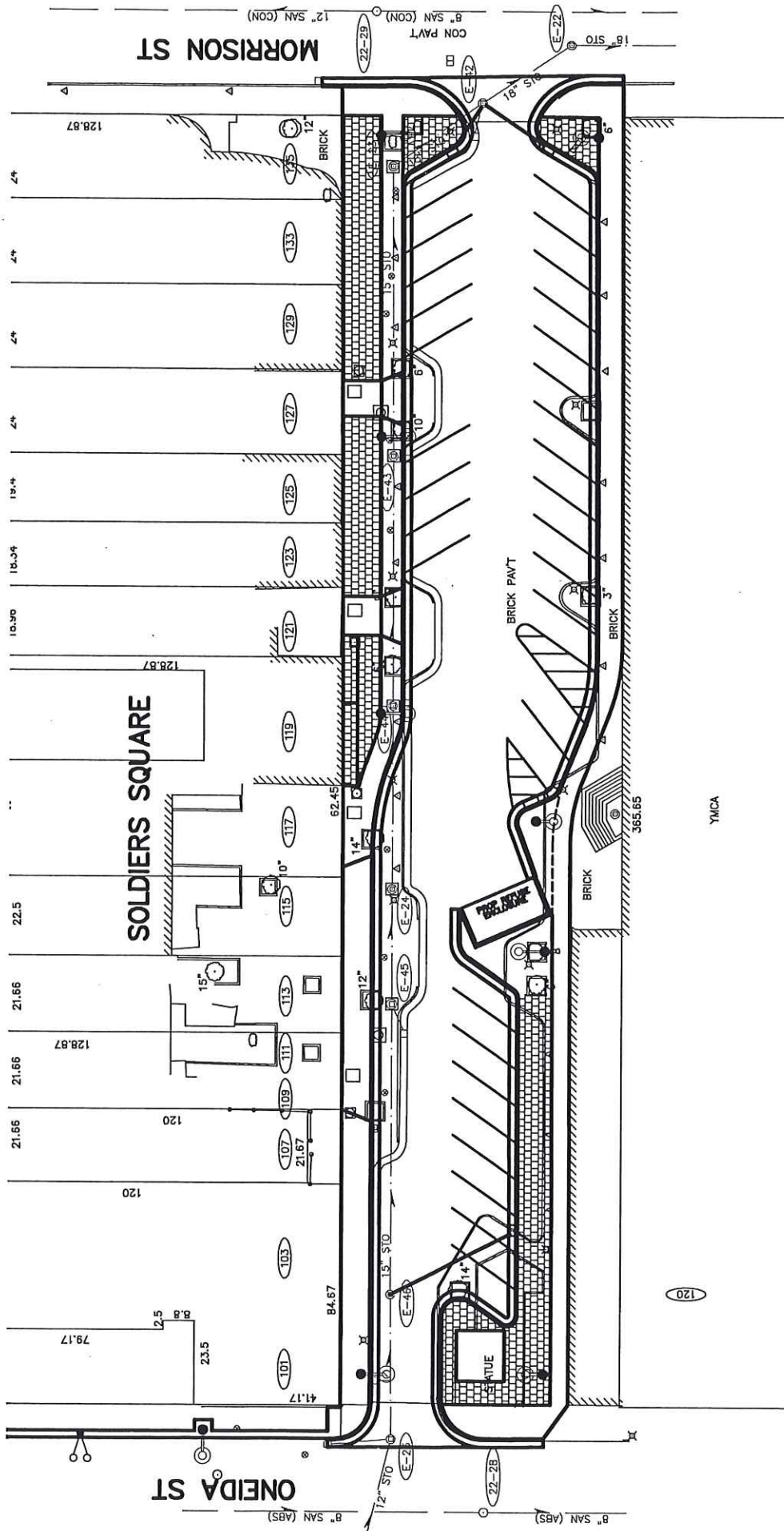
ONIDA ST

SOLDIERS SQUARE

THE HOUSE

STATUE

YMCA





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DEPARTMENT OF PUBLIC WORKS
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Approved by Council on 2/1/2017

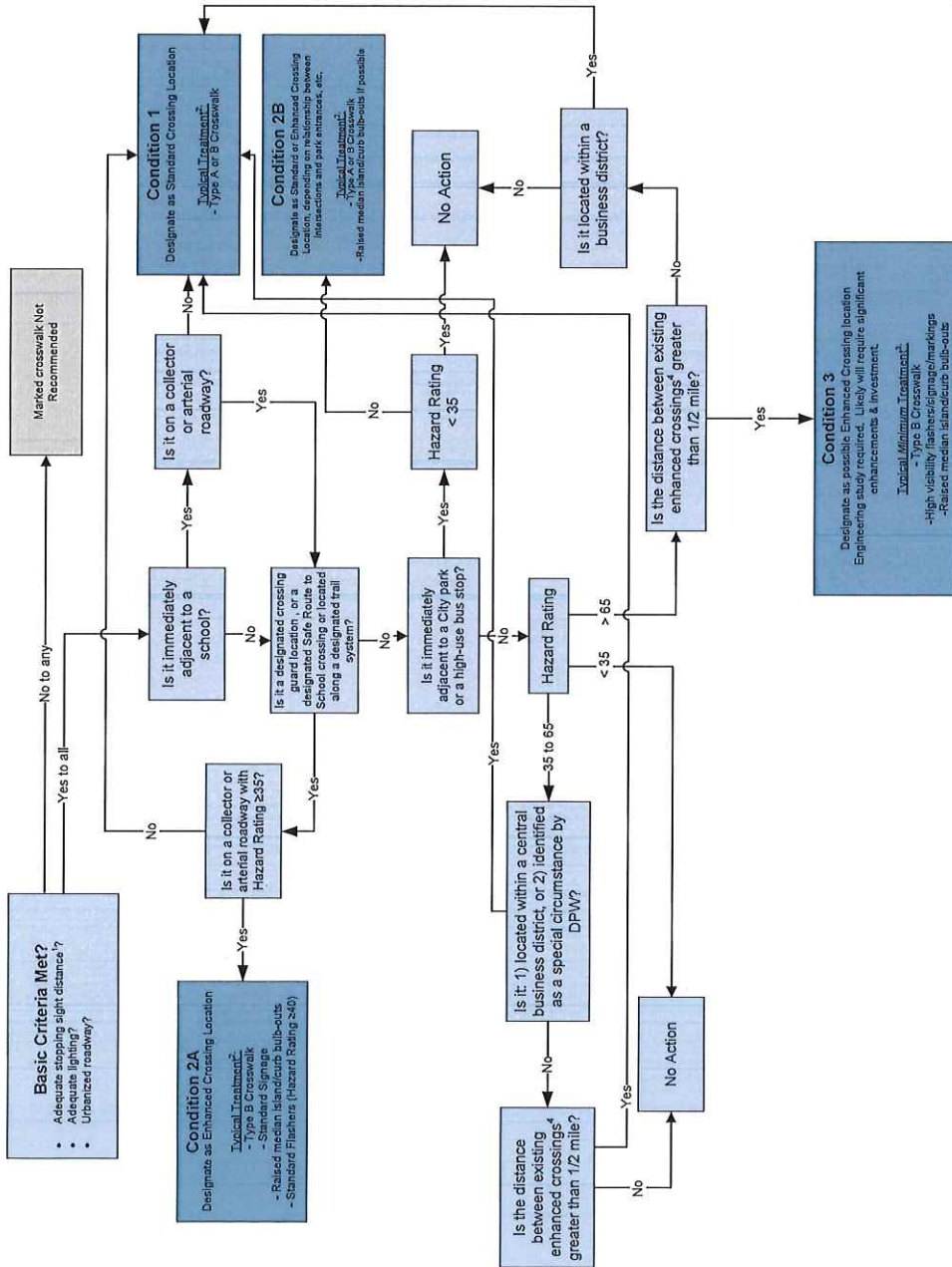
CROSSWALK MARKING/ENHANCEMENT POLICY
for
UNCONTROLLED CROSSINGS AT INTERSECTIONS

It shall be the standard practice of the City of Appleton to evaluate the appropriateness of marked crosswalks (and associated treatments) at intersections based on the guidance set forth herein and on the attached, utilizing the most current research conducted by the Federal Highway Administration (FHWA) and the National Cooperative Highway Research Program (NCHRP).

All requests to mark an intersection crosswalk will be reviewed by the Traffic Section. Any requests that are administratively denied may appeal the decision to the Common Council through the Municipal Services Committee. In all cases, intersection crosswalks shall be signed and marked in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Wisconsin Supplement to the MUTCD.



Crosswalk Installation Evaluation Guidance for Uncontrolled crossings at Intersections



GENERAL:
This document is intended to provide guidance only. Each intersection under evaluation shall be reviewed by the Traffic Section on case-by-case basis to ensure context sensitivity and compliance with applicable regulations and design standards. Additionally:

- All crosswalks installed shall conform to the Wisconsin Manual on Uniform Traffic Devices (MUTCD)
- All marked crosswalks shall lead from one safe landing zone to another. A safe landing zone is considered as an area where a pedestrian is safe from vehicle conflict while waiting to cross or when finished crossing. This may include curb and gutter modifications and a concrete ramp installation meeting Proposed Right of Way Accessibility Guidelines (PROWAG) requirements.
- Crosswalks shall be placed in areas where there is sufficient stopping sight distance for the posted speed limit and be lighted for nighttime use on higher functional classification streets.

NOTES

- As defined by AASHTO
- Actual treatments to be determined by the Traffic Section on a case-by-case basis.
- Represents minimum treatments. Actual treatments to be determined by the Traffic Section on a case-by-case basis.
- Examples of "enhanced crossings" include: traffic signal, pedestrian hybrid beacon, pedestrian-actuated RRFB systems, and other substantial treatments, or combination of treatments.

Crosswalk Evaluation Hazard Ratings

Crossing	At	ADT		# of Auto Lanes		Crossing Width		Pedestrians/day (est)		Speed Limit		Other Points	Hazard Rating
		ADT	Points	#	Points	Feet	Points	#	Points	MPH	Points		
Wisconsin	Appvion	7,800	12.0	4	15	58	16.6	500	62.5	25	5	10	121.1
College	Lawrence University	15,500	23.8	4	15	48	13.7	500	62.5	25	5	0	120.1
Northland	Memorial Park	16,000	27.7	4	15	50	14.3	100	12.5	45	25	15	109.3
French	Apple Creek Trail (projected ADT)	15,500	23.8	2	5	40	11.4	150	16.8	35	10	5	84.0
Memorial	River	22,000	33.8	4	15	48	13.7	50	6.3	30	10	0	83.8
Memorial	Chain	18,600	30.2	5	20	50	14.3	25	3.1	35	15	0	82.6
Badger	Winnebago	6,900	10.6	2	5	36	10.3	330	41.3	30	10	5	82.2
Richmond	Ridgeview	17,000	26.2	5	20	60	17.1	30	3.8	35	15	0	82.0
Wisconsin	Bennett	16,500	25.4	5	20	58	16.6	75	9.4	30	10	0	81.3
Ballard	Milestone	15,600	24.0	5	20	60	17.1	25	3.1	35	15	0	79.3
Richmond	Winnebago	17,600	27.1	5	20	55	15.7	50	6.3	30	10	0	79.0
Midway	Whip-Poor-Will (projected ADT)	18,000	27.7	4	15	50	14.3	50	6.3	30	10	5	78.2
Midway	Hemlock (projected ADT)	18,000	27.7	4	15	50	14.3	50	6.3	30	10	5	78.2
Midway	Kernan (projected ADT)	18,000	27.7	4	15	50	14.3	50	6.3	30	10	5	78.2
College	Alton	18,700	28.8	4	15	48	13.7	75	9.4	30	10	0	76.9
College	Matthias	15,000	23.1	4	15	48	13.7	75	9.4	30	10	0	76.2
College	Matthias	15,000	23.1	4	15	50	14.3	62	7.8	30	10	5	75.1
Richmond	Parkway	18,800	28.9	4	15	51	14.6	50	6.3	30	10	0	74.7
Oneida	Foster	14,400	22.2	4	15	50	14.3	61	7.6	30	10	5	74.1
Meade	Florida	13,000	20.0	4	15	55	15.7	50	6.3	30	10	5	72.0
Calumet	Kernan	11,000	16.9	4	15	50	14.3	75	9.4	30	10	5	70.6
Meade	Apple Creek Trail Crossing	6,000	9.2	4	15	48	13.7	50	6.3	35	15	10	69.2
Meade	Grant	11,800	18.2	4	15	46	13.1	75	9.4	30	10	0	65.7
Providence	Apple Creek Trail	2,200	3.4	2	5	36	10.3	250	31.3	25	5	10	64.9
John	Emmers	7,800	11.7	3	10	48	13.7	75	9.4	30	10	10	64.8
Edgewood	Kwik Trip	4,000	6.2	3	10	37	10.1	100	12.5	35	15	0	62.8
Wisconsin	Owassa	6,900	10.6	4	15	51	14.6	50	6.3	35	15	0	61.4
Meade	Evergreen	6,000	9.2	4	15	50	14.3	50	6.3	35	15	0	59.8
Plank	Time Warner	6,000	9.2	2	5	44	12.6	50	6.3	35	15	10	58.1
Badger	Schneider	6,900	10.6	2	5	36	10.3	125	15.6	30	10	5	56.6
Kensington	Rail	6,500	10.0	4	15	48	13.7	50	6.3	25	5	5	55.0
Lawe	North	6,600	10.2	2	5	33	9.4	78	9.8	25	5	10	49.3
Franklin	Superior	4,500	6.9	3	10	48	13.7	100	12.5	25	5	0	48.1
Sioux	Walnut	5,500	8.5	2	5	38	10.9	150	18.8	25	5	0	48.1
Washington	Park	1,600	2.5	2	5	36	10.3	200	25.0	25	5	0	47.7
Taft	Clover	2,400	3.7	2	5	37	10.6	140	17.5	25	5	5	46.8
Glendale	Drew	3,900	6.0	2	5	39	11.1	113	14.1	25	5	5	46.3
Oneida	Marquette	7,800	12.0	2	5	37	10.6	66	8.3	25	5	5	45.8
Mason	Glendale	7,200	11.1	2	5	39	11.1	68	8.5	25	5	5	45.7
French	Ashbury	3,880	6.0	3	10	36	10.3	25	3.1	35	15	0	44.4
Valley	Schindler (E)	4,400	6.8	4	15	48	13.7	25	3.1	25	5	0	43.6
Prospect	Rodgers	7,126	11.0	2	5	36	10.3	57	7.1	25	5	5	43.4
Rankin	Eldorado	2,215	3.4	2	5	31	8.9	125	15.6	25	5	5	42.9
Prospect	Pierce	8,500	13.1	2	5	36	10.3	25	3.1	25	5	5	41.5
Walnut	Eighth	2,600	4.0	2	5	30	8.6	150	18.8	25	5	0	41.3
Glendale	Rosmar	2,900	4.5	2	5	40	11.4	50	6.3	35	15	0	41.2
Drew	Harris	3,900	6.0	2	5	36	10.3	75	9.4	25	5	5	40.7
Lawe	Pacific	6,250	9.6	2	5	33	9.4	50	6.3	25	5	5	40.3
Franklin	Parkway	3,400	5.2	2	5	36	10.3	75	9.4	25	5	5	39.9
Schaefer	Horizon	1,380	2.1	2	5	32	9.1	109	13.6	25	5	5	39.9
Taft	Carpenter	2,730	4.2	2	5	38	10.9	75	9.4	25	5	5	39.4
Carpenter	Coolidge	1,970	3.0	2	5	41	11.7	75	9.4	25	5	5	39.1
Spencer	Outagamie	3,000	4.6	2	5	45	12.9	50	6.3	25	5	5	38.7
Capitol	Witzke	4,500	6.9	2	5	36	10.3	50	6.3	25	5	5	38.5
Lawe	Vulkan St	4,500	6.9	2	5	36	10.3	50	6.3	25	5	5	38.5
Brewster	Mason	5,700	8.8	2	5	36	10.3	75	9.4	25	5	0	38.4
North	Bateman	2,900	4.5	2	5	36	10.3	75	9.4	25	5	5	38.2
Forest	Kensington	6,500	10.0	2	5	35	10.0	25	3.1	25	5	5	38.1
Prospect	Carver (Xavier)	6,300	9.7	2	5	36	10.3	25	3.1	25	5	5	38.1
Newberry	Teklah	4,800	7.4	2	5	41	11.7	25	3.1	25	5	5	37.2
South River	West	3,540	5.4	2	5	36	10.3	50	6.3	25	5	5	37.0
Pacific	Vine	2,515	3.9	2	5	41	11.7	50	6.3	25	5	5	36.8
Fremont	Madison	3,700	5.7	2	5	40	11.4	75	9.4	25	5	0	36.5
Telulah	Roeland	4,300	6.6	2	5	40	11.4	25	3.1	25	5	5	36.2
Washington	Linwood	4,850	7.5	2	5	37	10.6	25	3.1	25	5	5	36.2
Linwood	Packland	2,000	3.1	2	5	39	11.1	50	6.3	25	5	5	35.5
Florida	Durkee	1,900	2.9	2	5	38	10.9	50	6.3	25	5	5	35.0
Forest	Buchanan	2,200	3.4	2	5	36	10.3	50	6.3	25	5	5	34.9
Roeland	Jackson	2,200	3.4	2	5	36	10.3	50	6.3	25	5	5	34.8
Morrison	Parkway	1,000	1.5	2	5	42	12.0	50	6.3	25	5	5	34.8
Drew	Parkway	1,900	2.9	2	5	36	10.3	50	6.3	25	5	5	34.5
Oneida	Brewster	6,600	10.2	2	5	36	10.3	30	3.8	25	5	0	34.2
Mason	Grant	7,000	10.8	2	5	36	10.3	25	3.1	25	5	0	34.2
Oneida	Glendale	7,000	10.8	2	5	36	10.3	25	3.1	25	5	0	34.2
Lawe	Washington	6,800	10.6	2	5	36	10.3	25	3.1	25	5	0	34.0
Prospect	Ein	4,000	6.2	2	5	28	8.0	35	4.4	25	5	5	33.5
Glendale	Racine	6,400	9.8	2	5	36	10.3	25	3.1	25	5	0	33.3
Ashbury	Sourapple	1,100	1.7	2	5	36	10.3	50	6.3	25	5	5	33.2
Packard	Douglas	1,100	1.7	2	5	36	10.3	50	6.3	25	5	5	33.2
Providence	FaCreek	1,000	1.5	2	5	36	10.3	50	6.3	25	5	5	33.1
Meade	Atlantic	4,800	7.4	2	5	33	9.4	50	6.3	25	5	0	33.1
Cedar	Outagamie	975	1.5	2	5	34	9.7	50	6.3	25	5	5	32.5
Haymeadow	Arrowhead	1,300	2.0	2	5	32	9.1	50	6.3	25	5	5	32.4
Lindbergh	Lisa	715	1.1	2	5	33	9.4	50	6.3	25	5	5	31.8
Schaefer	Eric	1,380	2.1	2	5	36	10.3	25	3.1	25	5	5	30.5
Marquette	Eugene	715	1.1	2	5	39	11.1	25	3.1	25	5	5	30.4
Schaefer	Schaefer	1,120	1.7	2	5	36	10.3	25	3.1	25	5	5	30.1
Glendale	Elinor	1,500	2.3	2	5	32	9.1	25	3.1	25	5	5	29.6
Olde Oneida	Edison	4,000	6.2	2	5	36	10.3	25	3.1	25	5	0	29.6
Drew	Atlantic	3,400	5.2	2	5	32	9.1	25	3.1	25	5	0	27.5
Typical	Residential	500	0.8	2	5	33	9.4	25	3.1	25	5	0	23.3
Linwood	Winnebago	300	0.5	2	5	32	9.1	5	0.6	25	5	0	20.2

Category	Points
↓	↓
AADT	Count<650
1	5
3	15
4	20
5	25
Crossing Width	Feet<3.5
Pedestrians/day	Count<8
Speed Limit	Points
30 mph	10
35 mph	15
25 mph	5
40 mph	20
45 mph	25
Other Points	Points
School crossing	5
School crossing	5
Park	5
Sight Distance Limitations	5
Special Circumstances	1-10
Ped Crash History	1-10

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 02/28/22

Report Date: 3/3/2022



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2021	84	60,026,241	78,440.00
	2022	108	27,372,770	95,242.15
		28.57 %	-54.40 %	21.42 %
DISPLAY SIGN	2021	9	49,102	520.00
	2022	14	55,554	560.00
		55.56 %	13.14 %	7.69 %
ELECTRICAL	2021	89	1,498,343	15,733.66
	2022	119	2,084,225	21,138.94
		33.71 %	39.10 %	34.35 %
EROSION CNTL	2021	10		1,400.00
	2022	4		360.00
		-60.00 %	%	-74.29 %
HEATING	2021	123	1,463,550	11,360.08
	2022	171	3,310,466	14,904.84
		39.02 %	126.19 %	31.20 %
PLAN REVIEW	2021	19		6,560.00
	2022	18		4,882.50
		-5.26 %	%	-25.57 %
PLUMBING	2021	71	476,583	4,333.00
	2022	111	908,513	7,657.00
		56.34 %	90.63 %	76.71 %
SEWER	2021	38	117,825	4,126.00
	2022	60	313,549	7,166.00
		57.89 %	166.11 %	73.68 %
WELL	2022	1		40.00
		%	%	%

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

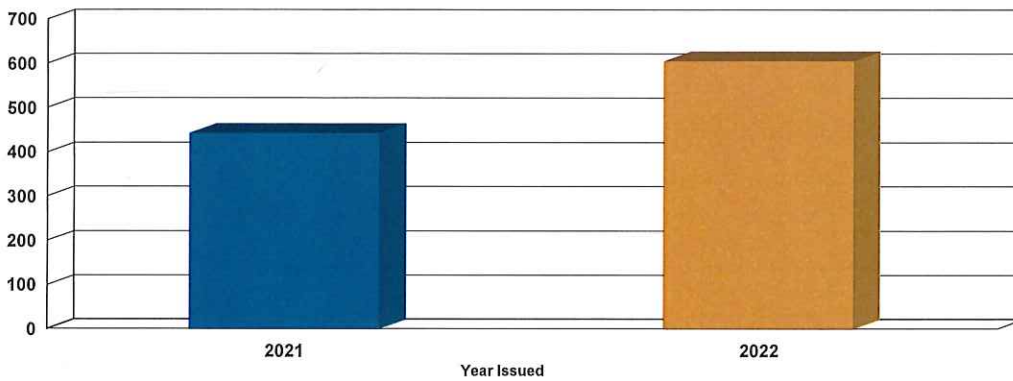
01/01/22 Thru 02/28/22

Report Date: 3/3/2022

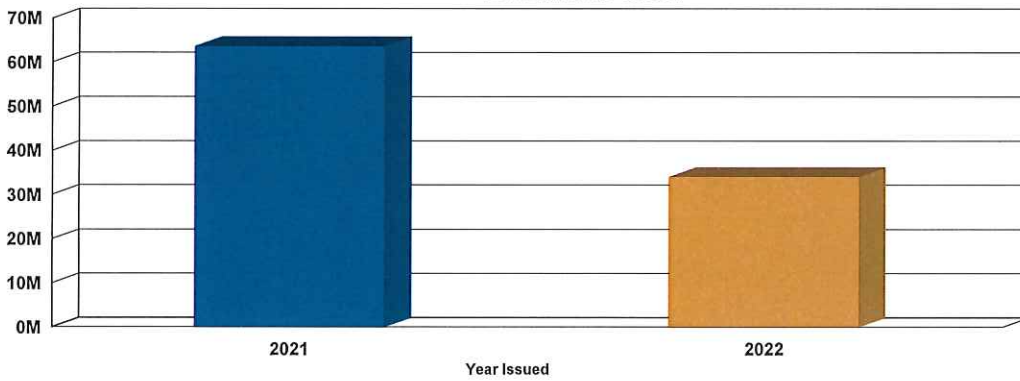


	2021	2022
Permits	443	606
Estimated Cost	63,631,644.00	34,045,077.00
Receipt Amount	122,472.74	151,951.43

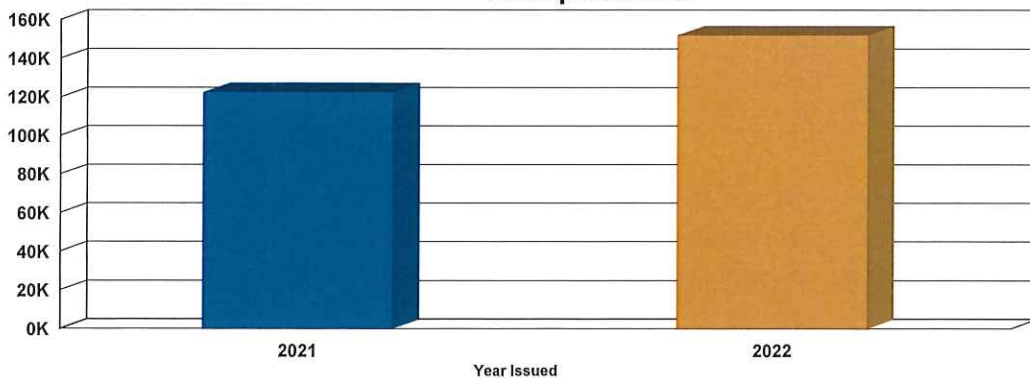
Number of Permits



Estimated Cost



Receipt Amount



LARGE ITEM CURBSIDE COLLECTION

Large item collection will be every other week opposite of recycling, April through September; limit two (2) approved items per collection.

Approved

- Recliners
- Couches
- Bed Frames
- Standard Doors (Wooden or Metal)
- Tables
- Chairs
- TV Stands
- Rugs/ Carpeting
(4 ft strips, bundled)
- Metal
(4 ft length max)

Not Approved

- Appliances
- Mattresses or Box Springs
- Sofa Sleepers
- Patio/ Glass Doors
- Construction/ Remodeling/
Building Materials
- Windows
- Hot Tubs/ Pools/ Pool Liners
- Trampolines
- Exercise Equipment
- Basketball Poles
- Tractor Tires
- Electronics
- Piano/ Organ

Approved items need to weigh less than 45 pounds.
Each item/ bundle counts as 1 item.

Not Approved for curbside collection items need to be donated (if possible), or brought to the Outagamie County Recycling & Solid Waste for disposal.

Will the City pick this curbside?

Large item collection will be every other week, April through September

Limit two (2) approved items per collection.

Is your item like the following—

- Recliner
- Couch (non-sleeper)
- Bed Frame
- Standard Door (wooden or metal)
- Table
- Chair
- TV Stand
- Rug/ Carpeting (4 foot strips, bundled)
- Metal Item (4 foot max)



- Appliance
- Mattress or Box Spring
- Sofa Sleeper
- Patio or Glass Door
- Construction/ Remodeling/ Building Materials
- Window
- Hot Tub/ Pool/ Pool Liner
- Trampoline
- Exercise Equipment
- Basketball Pole
- Electronics
- Tractor Tire
- Piano/ Organ

Yes, we will pick that curbside!

We will not collect. Items need to be donated or taken to the Outagamie County Recycling & Solid Waste.

Is it your overflow day?

Yes!

I'm not sure....

No, it's my recycling week.

Put your item out the night before your garbage day for collection.

You can check your schedule on our website under the "My Property Info" button.

Wait until next week to put it out.

Can't wait?
Items can be donated or disposed of at the Outagamie County Recycling & Solid Waste.





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

MEMO

TO: Human Resources Committee
Municipal Services Committee

FROM: Nate Loper, Deputy Director of Public Works

DATE: March 10, 2022

SUBJECT: Proposed Modification to the Department of Public Works Table of Organization - Purchasing

Our current purchasing and receiving team is comprised of 2.0 FTE in receiving and 1.5 FTE in purchasing. We are proposing to convert the part-time (0.5 FTE) purchasing position to 1.0 FTE, bringing the total FTE in purchasing to 2.0. (See attached Table of Organization). The existing part-time employee has been with the city for over 30 years and is retiring in March. We evaluated this position, like we do for every vacancy, and recognized the need to increase this position to full-time when this employee retires.

Converting this position to full-time is critical for continued success not only in Public Works, but all city departments. Our 2 purchasing team members order the repair, replacement, and maintenance parts for every Central Equipment Agency (CEA) vehicle across the city. They work to keep every Public Works (DPW), Police, Fire, Parks, Golf, and numerous other department's equipment up and running, and ready to provide the essential services our customers expect. This is accomplished by ordering emergency parts, as well as ensuring all necessary inventory parts are in stock before they are needed.

From a financial standpoint, these two positions purchase over \$1 million on credit cards annually. This doesn't include larger purchase order items, such as vehicles, heavy equipment, construction materials, etc. In addition to the CEA purchases, these 2 purchasing team members ensure DPW has all the construction materials, equipment, tools, safety gear and numerous other items necessary to provide our services, efficiently.

The reason we feel the increase to 1.0 FTE is necessary, is based on work demands and the amount of time we are supplementing this team with labor from other areas. Currently, we are supplementing the purchasing and receiving team with employees from other divisions, over 900 hours each year. This is equivalent to just under 0.5 FTE, and takes staff away from other priority work, such as snow plowing, equipment maintenance, tree pruning, inspections, etc.

By increasing this position to full-time, this team of 4 will be much more self-sufficient and able to provide backup duties to each other, greatly reducing the need for others to fill in. In addition, this full-time purchasing employee will be required to maintain a CDL and be on the snow plowing list for emergency work.

Converting the 0.5 FTE purchasing position to 1.0 FTE will result in a cost increase of \$54,500. This includes wages, benefits, and a family insurance plan.

The 2022 financial impact with this proposed change will be covered with \$33,500 in vacant Public Works salary dollars, and by reducing our part-time seasonal budget by \$21,000. Future year financial impacts will be offset by continuing to reduce our part-time seasonal budget and absorbing any remaining costs within our existing general fund, water & stormwater utility, and CEA budgets.

Therefore, we request approval of the proposed modification to the Department of Public Works Table of Organization and converting the part-time purchasing position into a full-time benefitted position.

Attachment

C: Paula Vandehey, Public Works Director
Jeri Ohman, Finance Director
Jay Ratchman, Human Resources Director
Lisa Lau, DPW Managerial Accountant Coordinator